



CITY COUNCIL AGENDA
February 14, 2022
6:00 PM
Council Chambers

The Public is invited to view our meetings on the City of Crestview Live stream 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 p.m. the day of the meeting) to cityclerk@cityofcrestview.org.

1. Call to Order

2. Invocation, Pledge of Allegiance

2.1. Pastor Josh Neel - Destiny Worship Center - Crestview

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Presentations and Reports

5.1. Presentation congratulating Miss Madelyn Neel - a student representing Shoal River Middle School who was the sole representative from the Northwest panhandle All-state Choir

6. Consent Agenda

6.1. Election Services Agreement

6.2. Axon Contract Acceptance

6.3. Approval of the minutes from January 24, 2022

6.4. Amendment No. 7 - WWTP Operations, Maintenance and Management Contract

6.5. Resolution Amending Resolution 2021-19

6.6. Stormwater Department Excavator

6.7. Contract for Professional Transportation Engineering Services for the Garden Street Extension

6.8. MOA for Firearms Range

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1833 Redstone Avenue Comprehensive Plan

7.2. Ordinance 1834 Redstone Avenue Rezoning

- 7.3. Ordinance 1837 - Old Bethel Road Annexation
- 7.4. Ordinance 1838 - Old Bethel Road Comprehensive Plan Amendment
- 7.5. Ordinance 1839 - Old Bethel Road Rezoning
- 7.6. Ordinance 1840 - Lindley Road Annexation
- 7.7. Ordinance 1841 - Lindley Road Comprehensive Plan Amendment
- 7.8. Ordinance 1843 - Raspberry Road Annexation
- 7.9. Ordinance 1844 - Raspberry Road Comprehensive Plan Amendment
- 7.10. Ordinance 1845 - Raspberry Road Rezoning
- 7.11. Ordinance 1852 - Patriot Lane Annexation
- 7.12. Ordinance 1853 - Patriot Lane Comprehensive Plan Amendment
- 7.13. Ordinance 1854 - Patriot Lane Rezoning

8. Ordinances on First Reading

- 8.1. Ordinance 1855 to Amend Land Development Code for R-1E Zoning District

9. Resolutions

- 9.1 Resolution Outlining the Powers And Duties For The City Clerk Of The City Of Crestview

10. Action Items

- 10.1. East-West Connector Road Utility Relocations
- 10.2. Authorization to proceed with the foreclosures of code compliance liens

11. City Clerk Report

- 11.1. Nomination of Jim Sheffield to the Planning Development Board
- 11.2. Nomination of Dan Krusenklous to the Police and Firefighters Retirement Board

12. City Manager Report

- 12.1. Strategic Plan
- 12.2. Financial Update - City Manager

13. Comments from the Mayor and Council

14. Comments from the Audience

15. 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.



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE:
SUBJECT: Presentation congratulating Miss Madelyn Neel - a student representing Shoal River Middle School who was the sole representative from the Northwest panhandle All-state Choir

BACKGROUND:

DISCUSSION:

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

Staff respectfully requests

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/10/2022
SUBJECT: Election Services Agreement

BACKGROUND:

On November 3, 2020, the electors voted to hold city elections to coincide with the General Election held in November. The Supervisor of Elections shall be the Filing Officer for the City of Crestview and shall conduct all elections in accordance with Florida Statutes.

DISCUSSION:

An Election Services Agreement has been prepared and is attached for review.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Expenses related to the municipal elections in November, 2022 will be available in next year's budget.

RECOMMENDED ACTION

Staff requests a motion to approve the Election Services Agreement along with the Optional Services, as described in Section 2 (C).

Attachments

1. Election Services_Lux_Crestview Agreement

ELECTION SERVICES AGREEMENT

This Election Services Agreement (the "Agreement") entered into this ____ day of _____, 2022, by and between the City of Crestview, Florida, a Florida Municipal Corporation, (the "City") and Paul Lux, as Supervisor of Elections of Okaloosa County, Florida, (the "Supervisor").

WHEREAS, the City is seeking to conduct its regularly scheduled municipal election (the "Municipal Election") at the General Election to be held on November 1st, 2022 (the "General Election");

WHEREAS, the Supervisor is willing to conduct the Municipal Election at the General Election; and

WHEREAS, this Agreement is intended to address the respective responsibilities of the parties related to the conducting of its Municipal Election at the General Election.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the City and the Supervisor do agree as follows:

SECTION 1. RECITALS. The above recitals are true and correct and are incorporated herein as essential terms of the Agreement.

SECTION 2: SCOPE OF SERVICES.

A. **Base Services.** The Supervisor shall agree to conduct the Municipal Election of the City at the General Election to be held on November 1st, 2022 and in conjunction with the conducting of the Municipal Election, will provide the following base services (the "Base Services"):

1. The Supervisor shall conduct the Municipal Election at the General Election and to conduct the elections in compliance with the Election Laws of the State of Florida. This Agreement shall only apply to the conduct of regularly scheduled municipal elections at the General Election and shall not apply to any specially set or scheduled municipal election.
2. The Supervisor will maintain Voter Registration Roll for the City's Municipal Election.

The Supervisor will conduct the Municipal Election at the same Polling Places which are being utilized for the conduct of the General Election.

3. The Supervisor will provide adequate voting equipment for conduct of the General Election, including the Municipal Election, and provide the costs associated with maintaining such equipment.

4. The Supervisor will hire, appoint, and train sufficient clerks and inspectors for the conduct of the General Election, including the Municipal Election for each Polling Place.
5. The Supervisor will furnish registration records for each City Polling Place.
6. The Supervisor will provide for the production of all necessary ballots for the conduct of the General Election, including the Municipal Election, including absentee ballots.
7. The Supervisor will provide for the tabulation and counting of all votes within each precinct and provide the costs associated with tabulation and counting of the votes.
8. Following the certification of the election results for the Municipal Election, the Supervisor shall provide those results to the Clerk for the City.

B. Costs for Base Services. Okaloosa County has agreed to fund the cost of the Base Services in conducting the Municipal Election at the General Election without any additional contribution by the City.

C. Optional Services.

1. In addition to the Base Services described above, the City may request the Supervisor to perform the following Optional Services. To the extent that the City requests that the Supervisor provide the following Optional Service, it shall denote such service by placing the initials of the Mayor, or his designee, at the appropriate response as to which of the below Optional Service the City requests that the Supervisor to perform for the reimbursement of costs set forth below.

OPTIONAL SERVICES		
Accept	Reject	Optional Services
_____	_____	The City requests that the Supervisor provide all legal advertisements required under the law for the Municipal Election and in consideration for his provisions of these Optional Services agrees to pay the actual cost of all such advertising.
_____	_____	The City requests that the Supervisor handle all candidate qualification filings and manage all of the campaign finance filings for the Municipal Elections. In consideration for the Supervisor's provision of these Optional Services, the City agrees to pay the amount of \$100 for each qualified candidate in each municipal race or \$500, whichever is greater.

2. Failure to initial the acceptance of any Optional Service shall be deemed a rejection and that Optional Service shall be the sole responsibility of the City to perform and the Supervisor shall have no obligation or responsibility to perform such service.

D. Indemnification. It is acknowledged that the services to be provided by this Agreement are for the Base Services and for such Optional Services affirmatively selected by the City to be provided by the Supervisor. Any other service to be provided or any Optional Service rejected by the City shall be solely the responsibility of the City and the Supervisor shall have no obligation or responsibility to perform such services. The City shall indemnify the Supervisor, his employees, clerks, inspectors and volunteers from any damages, costs, or liability, including attorney's fees, resulting from the failure of the City to perform any service not being provided by the Supervisor under the terms of this Agreement.

E. Canvassing Board. For the conduct of the Municipal Election held at the General Election pursuant to this Agreement, the County Canvassing Board established under section 102.141, Florida Statutes shall be the entity responsible for the certification of the results of the General Election, including the Municipal Election.

F. Invoicing. Upon conclusion of the Municipal Election, the Supervisor shall invoice the City for the cost of conducting the Municipal Election for all Optional Services provided under this Agreement. The City shall pay such amount within thirty (30) days of invoicing by the Supervisor.

SECTION 3. TERM

A. **Term.** This agreement shall become effective upon execution by all parties and shall terminate on December 31, 2022.

B. **Automatic Extension.** Unless one party notifies the other in writing prior to a term's expiration that it wishes to terminate this Agreement after the term ends, then this Agreement shall be automatically extended for an additional two-year term. This automatic extension shall continuously occur on December 31 of each odd-numbered year unless the termination provisions of this section are followed by the party wishing to terminate.

SECTION 4. REPRESENTATIONS AND WARRANTIES. Each party hereby represents and warrants to the other that it has all requisite power, authority, and authorization to enter into this Agreement, has taken all necessary actions required to enter into this Agreement, and to fulfill any and all of its obligations, duties, and responsibilities provided for or required of it by this Agreement, whether exercised individually or collectively.

SECTION 5. AMENDMENTS. Neither this Agreement nor any portion of it may be modified or waived orally. The provisions hereof may be amended or waived only pursuant to an instrument in writing, approved by the City and the Supervisor. This agreement shall not be assigned without the permission of all parties to the agreement.

SECTION 6. JURY TRIAL WAIVER. In the event that litigation is filed by any party to enforce any terms of this agreement, then all parties agree that they hereby waive any right to a jury trial on any issues arising out of this agreement.

SECTION 7. LITIGATION. If litigation is instituted seeking to enforce the terms of this Agreement, or in any way related to this Agreement, then the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred in the litigation, including fees and cost incurred in any resulting appeal, and any fees and costs incurred litigating entitlement to and the reasonableness of any attorney's fees and costs.

SECTION 8. SEVERABILITY. If any one or more of the provisions of this Agreement shall be held contrary to any express provision of law or contrary to any policy of express law, then the remainder of this Agreement shall remain in full force and effect.

SECTION 9. GOVERNING LAW AND VENUE. The validity, construction and performance of this Agreement shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement shall be in Okaloosa County, Florida.

SECTION 10. NOTICE. If written notice to a party is required under this Agreement, such notice shall be given by hand delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested.

As to the Supervisor as follows:

Paul Lux
Supervisor of Elections
302 N. Wilson St.
Suite 102
Crestview, FL 32536-3474

As to the City as follows:

City Manager
City of Crestview
198 North Wilson Street
Crestview, FL 32536

SECTION 11. SOVEREIGN IMMUNITY. The parties further agree that nothing contained herein is intended to nor shall be construed a waiver of the Supervisor's or City's rights and immunities under the common law or section 768.28, Florida Statutes, as amended from time to time.

SECTION 12. THIRD PARTY BENEFICIARY. Neither the City nor the Supervisor do not intend by any provision hereof, to create any right or benefits in favor of any person, firm, or corporation not a party to this agreement.

**SUPERVISOR OF ELECTIONS
OKALOOSA COUNTY**

CITY OF CRESTVIEW, FLORIDA

Paul Lux, CERA
Supervisor of Elections

By: _____
J. B. Whitten
Mayor

Date: _____

Date: _____

ATTEST:

Maryanne Schrader, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 2/10/2022
SUBJECT: Axon Contract Acceptance

BACKGROUND:

In 2019, the Crestview Police Department entered a contract with a predictive policing software company, originally known as Predpol and most recently, Geolitica. This software provided predictive areas for officers to patrol that may deter future crime. The software initially worked with the department's operating system at that time, Sungard/OSSI. In 2020, the department changed to the SmartCOP operating system. Predpol was not able to effectively communicate with SmartCOP and in 2022, the contract with Predpol was terminated. This action allows for the \$12,800.00 originally budgeted for Predpol to be utilized for the implementation of AXON Standards.

DISCUSSION:

AXON Standard is designed to simplify professional standards within the agency. Use of force investigations and internal affairs investigations are two specific areas that Standards will provide the department with a greater level of transparency and efficiency.

The police department currently conducts internal investigations using a paper file system with no centralized, digital filing network. Standards will eliminate the need for old-fashioned paperwork and file folders and will make the workflow more efficient and reliable. Implementing Standards will benefit the officers, chain of command, internal affairs investigators as well as the public.

A few highlights of the software are:

AXON Standards allows for digital transcription to be attached to any Standards report. This eliminates the time-consuming need of an additional employee having to listen to hours of digital evidence.

Standards offers a robust reporting platform, utilizing a cloud-based data warehouse. This allows for automatic reporting of specific data and increases agency transparency.

Standards creates an increased layer of security by allowing permission levels to be set to protect the integrity of certain investigations.

Additional highlights and information can be viewed in the attached documents.

Axon ensures successful implementation by providing a project manager, a clearly defined timeline and scope of work.

The Scope of Work, quote and associated documents are attached for review.

GOALS & OBJECTIVES

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

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

government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services.

Infrastructure- Satisfy current and future infrastructure needs.

Communication- To engage, inform and educate the public and staff.

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors.

FINANCIAL IMPACT

There is a one-time implementation fee of \$10,000 that is due when the product is fully operational, which is estimated to be August 2022. Year one of the service is prorated at \$360.00 and year two is \$2160.00, which is expected to be a recurring cost. Due to the discontinuance of Prepol, funding is available in the police department's software budget.

RECOMMENDED ACTION

Staff requests a motion to approve the Axon Standards contract for the amount of \$10,360.00 in year one and \$2,160.00 in year two for a total of \$12,520.00.

Attachments

1. Axon Standards SOW - Crestview PD
2. Q-345092-44579.708HK FINAL
3. Axon Standards_Brochure (1)
4. Crestview FL_RS Pamphlet
5. Customer Stories_Axon Standards

STATEMENT OF WORK FOR THE IMPLEMENTATION OF AXON STANDARDS FOR CRESTVIEW POLICE DEPARTMENT ("SOW")

Submitted By:

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255



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1. PROJECT OVERVIEW:

1.1 SOFTWARE

The software detailed in this SOW includes, the listed functionality.

- ▶ Axon Standards: Use of Force, Citizen Complaint, Internal Complaint, Vehicle Pursuit, Vehicle Collision, and up to 6 additional forms.

1.2 DEFINITIONS

TERM	DEFINITION
PARTIES	
Agency	Crestview Police Department who is identified within this SOW
End-Users	Specific Agency groups that will use the system
Professional Services	The services that Axon will provide within the scope of this SOW
SYSTEMS	
Axon Systems	Software solutions and Agency specific integrations developed by Axon
CJIS	The Federal Bureau of Investigation's Criminal Justice Information System
DataStore	The database Axon provides allowing Agency to query data
Product	The software solutions being implemented as part of this SOW
Production Environment	The operational environment where the Product will be accessed
Service Portal	An online portal provided by Axon where issues identified are entered and triaged
PROJECT & MILESTONES	
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and Agency if a material change in scope is required to this SOW
Go-Live	All End-Users are activated and Agency is actively using the product
Milestone Completion Report	The report outlined in Attachment A to be executed at key Milestones between Agency and Axon to approve completion of Project phases
ACCEPTANCE	
Blocker	Issue impacting 50% or more users
Functional Acceptance Testing	Testing the functionality of the system as configured for Agency



1.3 OUT OF PROJECT SCOPE

Axon is only responsible for performing the Professional Services described within this SOW. Any additional Professional Services that are not defined explicitly by this SOW shall be done so through a Project Change Order. The following are considered outside the scope of this Project:

- ▶ Administration, management, or support of any internal City, County, State, Federal or Agency IT network or infrastructure
- ▶ Third Party Products and Services costs related to the vendors or Agency's cost of implementing the vendors or Agency's side of the integration
- ▶ Changes made by Agency or Agency's vendors



2. PROFESSIONAL SERVICES:

2.1 GENERAL

- ▶ Agency will provide a Master Charge Table that Axon will load.

2.2 DATASTORE

- ▶ Axon will configure and make available to Agency a read only Azure SQL Database containing information within the Axon Systems allowing Agency to utilize available data.
- ▶ Axon will provide Agency with a data dictionary and/or other appropriate documentation.

2.3 READINESS

- ▶ Axon will conduct Functional Acceptance Testing via use cases approved by Axon and Agency.
- ▶ All issues discovered during and after training will be entered into the service portal for triage.

2.4 TRAINING

- ▶ Axon will document and propose a Training Plan to Agency based on user types and availability, including additional IT and Admin Training.
- ▶ All training will be hands on in an Axon provided Training environment.
- ▶ Agency will provide facilities and equipment for conducting the Training.
- ▶ Train the Trainer: Axon will provide session(s), materials and support allowing Agency's in-house trainers to conduct their own Training. Agency is responsible for updating all Training materials after final acceptance.

2.5 GO-LIVE

- ▶ Axon will choreograph and orchestrate the Go-Live event.



3. PROJECT MANAGEMENT:

3.1 MANAGEMENT RESOURCES

- ▶ Both Parties will assign a Project Manager to ensure completion of deliverables.
- ▶ Axon's Project Manager will ensure all team members from Axon and Agency are continually updated on the status of the Project.

3.2 REQUIREMENTS PLANNING

- ▶ All Project requirements will be documented in Requirements Planning.
- ▶ Once all requirements are agreed to, Axon's Project Manager will work with Agency's Project Manager to develop a Project plan for Axon's implementation.

3.3 CHANGE CONTROL

- ▶ If any changes in the Project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon and included in a signed PCO form.
- ▶ Agency acknowledges a proposed change request might have an impact on both scheduling and cost for the Project that will be outlined in the PCO form.

3.4 MILESTONE COMPLETION REPORT ("MCR")

- ▶ Axon will submit an MCR to Agency for approval upon completion of a Milestone.
- ▶ Upon receiving an MCR, Agency has 14 calendar days to approve or respond in writing with issues related to the MCR. Failure to reply within 14 calendar days will be deemed approval.



4. AGENCY COMMITMENTS:

- ▶ Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.
- ▶ Identify holidays, non-workdays or major events that may impact the Project.
- ▶ Ensure Agency desktop or mobile systems and devices can access the Product.
- ▶ Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access if possible).
- ▶ Provide Axon with remote access to Agency's Axon Evidence account when required.



5. SUPPORT:

- ▶ The Product undergoes updates and enhancements which Agency will automatically receive.
- ▶ Axon will provide Agency's End Users access to the help.axon.com support portal to submit and review service tickets.
- ▶ For Technical Support assistance, Agency may contact a Technical Support representative at 800-978-2737, or via email at Support@Axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of Agency's investment in the Axon ecosystem. Phone support is available 24/7.



6. TERMS AND CONDITIONS:

This SOW is governed by the Master Services and Purchasing Agreement executed by the Parties.

AXON ENTERPRISE, INC.

AGENCY

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



ATTACHMENT A - MILESTONE COMPLETION REPORT TEMPLATE

By signing for the items in this Milestone Completion Checklist, I agree that Axon's Professional Services Organization has reached the following milestone for the Project agreed upon in the SOW between Axon and Crestview Police Department:

☐ Final Acceptance

Date Services were completed on:

_____ day of _____, 20__

Today's Date: _____

Agency Name: _____

Signature: _____

Printed Name: _____

Title: _____

Email: _____



ATTACHMENT B - PROJECT CHANGE ORDER TEMPLATE

Date:
Axon Product or Service:
Change Order Details

AXON ENTERPRISE, INC.

AGENCY

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-345092-44579.709HK

Issued: 01/18/2022



Quote Expiration: 03/01/2022

EST Contract Start Date: 08/01/2022

Account Number: 109119

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-201 Stillwell Blvd 201 Stillwell Blvd Crestview, FL 32539-2221 USA	Crestview Police Dept.- FL 201 Stillwell Blvd Crestview, FL 32539-2221 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Hedy Kraft Phone: (504) 235-8282 Email: hkraft@axon.com Fax:	 Phone: (850) 682-3544 Email: mccallumb@crestviewpd.org Fax: (850) 682-2080

Program Length	28 Months
TOTAL COST	\$12,520.00
ESTIMATED TOTAL W/ TAX	\$12,520.00

Bundle Savings	\$0.00
Additional Savings	\$0.00
TOTAL SAVINGS	\$0.00

PAYMENT PLAN		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1 - (8/1/2022-11/30/2022)	Aug, 2022	\$360.00
Year 2	Nov, 2023	\$2,160.00

BILLED ON FULFILLMENT		
PLAN NAME	INVOICE DATE	AMOUNT DUE

None	As Fulfilled	\$10,000.00
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Quote Details

Bundle Summary

Item	Description	QTY
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USD

Category	Item	Description	QTY	List Unit Price	Net Unit Price	Total(USD)
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INDIVIDUAL ITEMS

Category	Item	Description	QTY	List Unit Price	Net Unit Price	Total(USD)
Other	73896	STANDARDS SERVICE, BASIC	1	\$10,000.00	\$10,000.00	\$10,000.00
Other	73638	STANDARDS ACCESS LICENSE	10	\$9.00	\$9.00	\$2,520.00
Total:						\$12,520.00

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

1/18/2022

Axon Standards



COMMUNITY DEMAND FOR TRANSPARENCY HAS NEVER BEEN HIGHER.

- Use-of-force data has historically been [difficult to track and report](#) due to a lack of effective tools and the sensitivity of these types of incidents.
- With community demand high for use-of-force data on a large scale, the burden is falling on agencies, who are still mostly managing these processes with pen and paper. It's more important than ever for agencies to be prepared with accurate documentation, prepared in a timely manner.
- Time-consuming and tedious paper processes distract agency leaders from pressing priorities, and result in gaps in effective use-of-force data collected - a 2017 study found that more than half of arrest-related deaths were [misclassified due to data collection inconsistencies](#).

AXON STANDARDS IS YOUR SOLUTION FOR UOF REPORTING, DATA COLLECTION, AND INVESTIGATIONS.

- *SERGEANTS NEED IT:* They benefit from a responsive report-writing tool powered by Axon Records to complete critical incident reports faster and more accurately. They enter data only once and get a boost from predictive typing, resulting in smoother workflows and reduced redundancies.
- *THE CHAIN OF COMMAND NEEDS IT:* Digital evidence — footage from body-worn and in-car camera systems — at the heart of every Axon Standards report allows reviewers to get a full picture of an incident, and simple task workflows ensure no report falls through the cracks.
- *IA INVESTIGATORS NEED IT:* Internal Affairs investigators maintain the robust database of officer incidents for investigations securely in Axon Standards' cloud-based software, and can rest assured that only those with the proper permissions have access.
- *THE COMMUNITY NEEDS IT:* The community wants transparency and a greater understanding of use-of-force incidents in your area. Axon Standards is your department's way of showing commitment to community transparency.

AGENCIES LIKE YOURS ARE USING AXON STANDARDS

- Since its first deployment in 2019, Axon Standards has gone live in municipal agencies of varying sizes nationwide, transforming the way they report on use-of-force and other critical officer incidents.
- Moving from paper or other outdated systems to Standards saves agencies time and results in more complete data with each agency's custom forms and fields.
- Agencies are benefitting from Standards' simple, clean interface, and have already created hundreds of reports in a fraction of the previous time required.

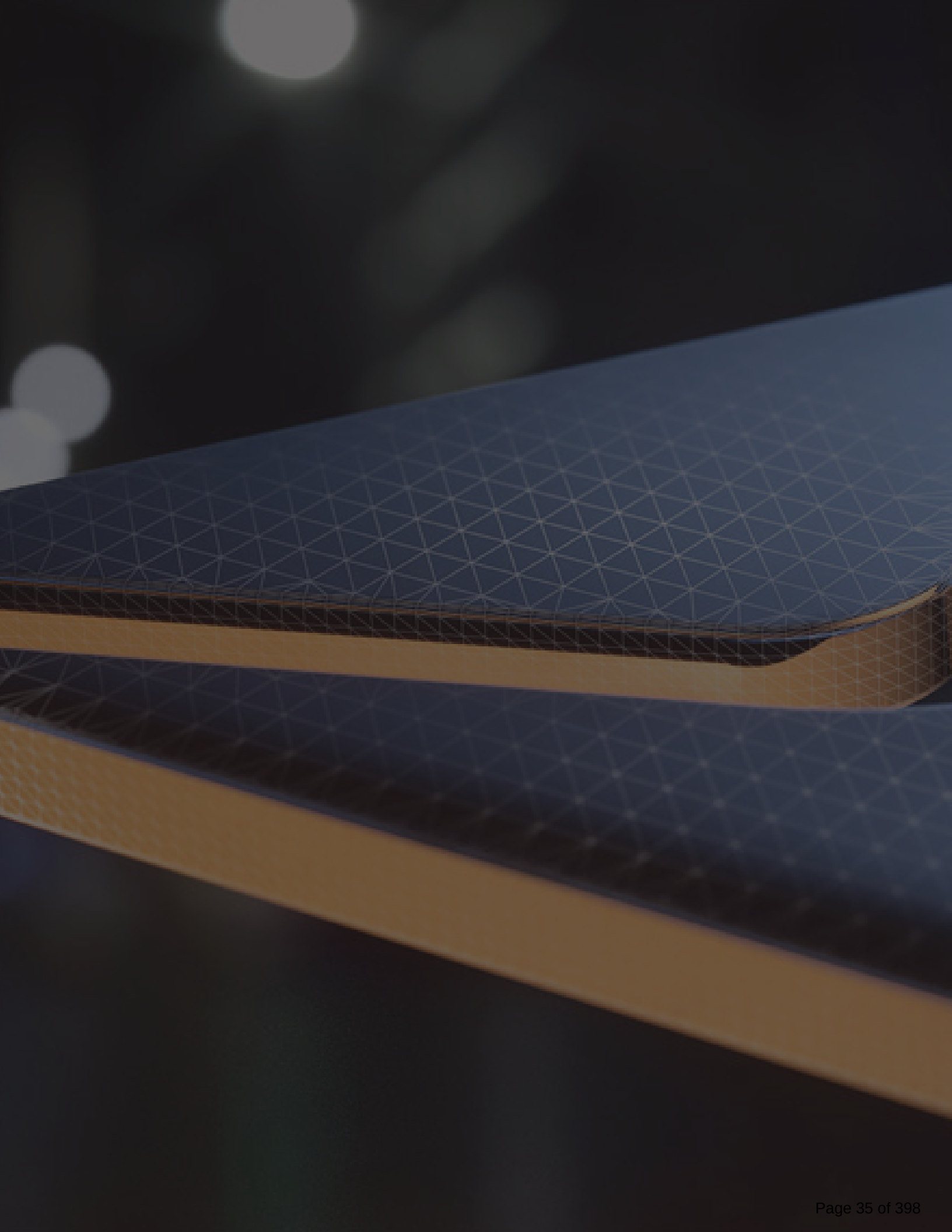
YOUR OFFICER SAFETY PLAN GIVES YOU ACCESS TO AXON STANDARDS

- Axon Standards, which is a module of Axon Records, is included in your OSP bundle, so you'll pay additionally only for customizations.
- Forget everything you know about lengthy, drawn-out software deployments: Standards can become part of your agency in a matter of 4-8 weeks, and your personnel can be fully trained on it within hours.
- Game-changing software. Part of your investment already. Nothing to lose.



AXON RECORDS AND STANDARDS





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/ WHY PARTNER WITH AXON

Since 1993, Axon Enterprise, Inc. has been committed to delivering safe, secure solutions for law enforcement and communities. From our humble beginning as TASER International, Inc. to now, we have worked diligently to develop a network of TASER smart weapons, body-worn and in-car cameras, industry-leading cloud-based evidence management software, and most recently, our records management platform, Axon Records, and use-of-force and internal affairs reporting platform, Axon Standards.

Operating on a network designed to connect devices and people, we can provide unique integrations, such as body-worn camera transcription that automates incident reporting, real-time situational awareness between first responders and dispatch, and T7 firing logs that automate use of force reporting. An agency can be confident that we have developed the Axon Ecosystem to accomplish a singular goal—to protect life.

Over this time, we have partnered with more than 7,500 law enforcement agencies to deploy tailored solutions designed to preserve transparency and truth. With 11 offices based in Arizona, Washington, North Carolina, Australia, Canada, Finland, Germany, India, the Netherlands, the United Kingdom, and Vietnam, Axon's team of more than 1,500 employees continues to define smarter policing through the development of industry-leading technology solutions. We are Axon.



AXON RECORDS

harnesses the power of automation by seamlessly bringing technology and information together. Police reports come to life by incorporating all digital evidence into the record to tell the full story, and applying AI to support new strategies for crime-solving and prevention.

With Axon Records, your agency can:

- JOIN FORCES** - Policing is now team-centric. From violent crime to the opioid epidemic, officers need to work together to solve the major issues in their communities. Axon's network provides instant collaboration within your agency, and bridges the gap between agencies and prosecutors
- ACCELERATE JUSTICE** - Get to the truth faster with video at the heart of the record and quickly explore associations in one integrated system, giving detectives and officers access to new insights and actionable facts
- FOCUS ON COMMUNITIES** - Lessen the administrative burden from officers so they can spend more time serving the community



AXON STANDARDS

simplifies professional standards. With a flood of digital evidence and heightened expectations around transparency, your agency needs a solution that meets the unique needs of your internal affair and professional standard units. Axon Standards offers streamlined report writing for high-risk, officer-involved events such as use-of-force, clear task delegation, and automated reminders, as well as robust data management capabilities to support your agency in upholding your integrity and values through every incident.

With the support of our team, make Axon Standards your own by:

- / **QUICKLY BUILDING CUSTOM FORMS** specific to your agency's policies in a single dynamic report
- / **DESIGNING ROUTING AND APPROVAL PROCESSES** in line with your agency workflows
- / **CREATING AUTOMATED ALERTS** to ensure no report is lost or bottlenecked in review
- / **BUILDING CUSTOM USER GROUPS** to ensure data is available for informed decision making

Continuing to invest in Axon's dedicated network of devices, applications, and professional services will ensure you realize the most value from all your Axon technology, now and in the future. It will also mitigate some of the common concerns raised by any supplemental technology deployment (e.g., software compatibility) and promote quicker user adoption. The infrastructure is already there, and your users already know how to work with it.

/ PROJECT MANAGEMENT

KEYS TO SUCCESS

- Aligning our product teams to manage constituent expectations and foster a high-level of confidence in the solution in the lead up to and post-product launch
- Coordinated planning and execution across functional testing and training by assigning your agency representative to build confidence within your officers, records staff, IT, and administrators
- A well-executed training and go-live plan that evolves with the end-user's feedback through the first few weeks of production, which continuously increases confidence in the final product
- A clear timeline for post go-live activities to include any additional deliverables

PROJECT OBJECTIVES

- Implement a 21st century Records Management System to serve your agency today and for years to come
- Simplify the officer experience through dynamic forms that adapt to the officer's actions and show only relevant fields
- Provide a modern NIBRS field reporting solution that consolidates multiple forms and workflows
- Provide intuitive and easy-to-use reporting and analytics tools to support agency decision making
- Provide ongoing, automatic updates and enhancements for your agency's Axon network of products every month at no additional cost



PROJECT SET UP

/ **TEAM** – PROJECT MANAGER & BUSINESS ANALYST

Project teams compile and review documentation and product needs to complete the project plan



PROJECT KICK OFF

/ **TEAM** – PROJECT MANAGER, BUSINESS ANALYST & OUR DEMO TEAM

Axon stands up agency production environment and completes initial agency walk through



CONFIGURATION & DISCOVER PLANNING

/ **TEAM** – TECHNICAL ANALYSTS & A SOLUTION ARCHITECT

Work together to perform a robust configuration discovery and finalize all requirements



CONFIGURATION BUILD

/ **TEAM** – PRODUCT MANAGEMENT TEAM, OUR ENGINEERING TEAM, AS WELL AS A SOLUTIONS ARCHITECT & TECHNICAL ANALYST

Project teams will work together to build all forms, integrations, data conversions, and Data Warehouse set-up



FUNCTIONAL REVIEW & TESTING

/ **TEAM** – PROJECT MANAGER

Project teams will work together to complete an end-to-end system review and functional testing



TRAINING & GO-LIVE

/ **TEAM** – PROJECT MANAGER, BUSINESS ANALYST, A SOLUTIONS ARCHITECT & OUR TRAINING TEAM

The Axon training team will complete scenario based hands-on training for all agency personnel, and launch your agency's go-live process



CLOSING THE PROJECT & POST-SUPPORT

/ **TEAM** – PROJECT MANAGER, TECHNICAL SUPPORT & CUSTOMER SUCCESS MANAGER

Smoothly hand off project manager duties to your dedicated customer success manager and our technical support team

/ PROJECT TEAM STRUCTURE

An agency's project team will include a project manager, system architect, business analyst, and technical analyst. These four roles will be responsible for various tasks throughout the life of the project. From pre-sales, quote requests, work order creation, project execution, and the closing of the project, your agency will be supported by an experienced implementation.

PROJECT MANAGER (PM)

/ ROLE OVERVIEW – Your PM will be the lead throughout the entirety of the deployment and is responsible for the development and execution of the project schedule. Your PM is your dedicated point of contact and ultimately responsible for a successful deployment.

/ RESPONSIBILITIES

- Create the customized deployment and go-live project plan
- Ensure proper expectations are set and maintained throughout the deployment
- Execute on the deployment plan
- Ensure the project is on schedule and holding Axon internal and agency resources accountable
- Lead trade-off discussions when new requests or changes to the plan come up
- Facilitate project transition with the customer success manager and tech support post-go-live

SYSTEM ARCHITECT (SA)

/ ROLE OVERVIEW – The SA will be the technical lead on the project and is responsible for the development and execution of technical initiatives. The SA will be your go-to technical resource during the project.

/ RESPONSIBILITIES

- Confirm SOW scope and timeline estimates
- Create the technical project plan
- Refine the requirements and approach for all integrations and data conversions
- Agency liaison to troubleshoot with product and tech support
- Ensure Axon tech support has all needed project info

BUSINESS ANALYST (BA)

/ ROLE OVERVIEW – The BA will be one of the main executors of your agency's and PM deployment plans. They will be responsible for ensuring the project has all the specific data elements understood and accounted for throughout deployment.

/ RESPONSIBILITIES

- More deeply review the SOW with agency-defined end users/subject matter experts to ensure, at the highest level of detail, that the deployment will meet agency expectations
- Maintain the project folders that detail out the up-to-date project plan and progress toward go-live
- Work with internal engineering and product teams to properly scope and plan deployment-specific work
- Create your agency specific documentation to assist with go-live communication within your agency

TECHNICAL ANALYST (TA)

/ ROLE OVERVIEW – The TA will be the main executor on technical tasks identified by the SA. Because the technical work is scoped in a way to allow parallelization, multiple TAs can be engaged across various initiatives, which can speed up the deployment process.

/ RESPONSIBILITIES

- Develop integrations and data conversions in collaboration with both the SA and agency resources as needed
- Provide documentation on technical functionality
- Provide additional technical support as needed throughout the deployment

/ PROJECT MANAGER METHODOLOGY

AXON PROJECT MANAGER METHODOLOGY provides a series of roadmaps for personnel to navigate toward a common set of goals, as well as project tracking, risk identification, problem-solving, communication, quality, and change management processes and tools that are key to the successful management of Axon software deployments.

The key to the PMM's success is its use of continuous quality management, which includes two levels of quality assurance throughout the project.

ONE / QUALITY ASSURANCE OF PROJECT DELIVERABLES – Our project managers are responsible for verifying that each project deliverable meets the requirements of the contract, and appropriate reviews/inspections are performed by your agency

TWO / PERIODIC PROJECT REVIEWS – These reviews measure the compliance to sound project management practices as defined by the PMM and further ensure any identified issues are promptly addressed

The following four basic objectives are the cornerstones we use to manage and measure a successful project.

ONE / HIGH-QUALITY WORK – Deliver high-quality end products, address business objectives, and meet end-user requirements

TWO / ON-TIME DELIVERY – Complete deliverables on schedule and within budget

THREE / EFFECTIVE COMMUNICATION – Maintain timely and accurate communication to project participants throughout the entire project

FOUR / EFFICIENT MANAGEMENT – Identify potential problems before they develop and initiate appropriate corrective action

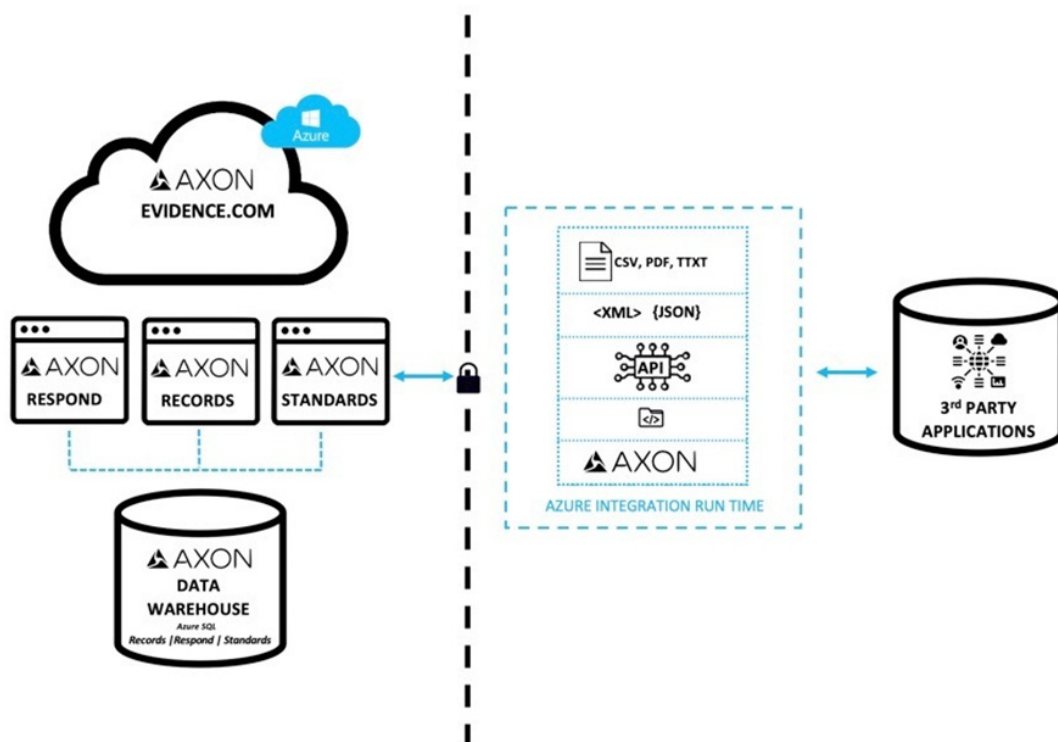
Our experience allows us to anticipate potential risks and take corrective actions early so the project scope, schedule, and budget are not impacted.

/ INTERFACES

THE AXON INTERFACE APPROACH enables your agency to have one unified conversation across the systems you use. Axon provides a single integration platform using Microsoft Self-Hosted Integration Runtime. This integration source securely connects your on-premise data to the Azure Government Cloud so that Axon can share data across Axon's network of products and software services with your agency's existing and future systems. Software services provided in the Azure cloud include auto-tagging, channel services, legacy evidence migration, and more.

Using this integration platform, Axon can integrate with your agency's systems via the following methods:

- / **IMPORT INTERFACE** – Pulling data from a third-party system into Axon's solution
- / **EXPORT INTERFACE** – Pushing data from Axon's solution to a third-party system
- / **BIDIRECTIONAL INTERFACE** – An interface that supports both importing and exporting, thus moving data between Axon's solution and a third-party system



/ DATA CONVERSION

At this point in the process, your agency may be asking, should we bring over our legacy data or not? Axon's Professional Service Organization (PSO) is here to help make that decision easier. Our PSO sees value in legacy data and can work with your agency to create a data conversion plan to successfully bring over legacy data into your new solution.

Axon Data Conversion services include:

- / **DATA CONVERSION REQUIREMENTS PLANNING** – Axon, in partnership with your agency, can remotely access the legacy system on your network to determine if any database conversion or data reformatting needs to occur before the conversion
- / **REQUIREMENTS REVIEW** – An Axon architect will work with your agency to determine which data conversion approach will serve the agency best; identify desired data and how it maps to Axon Records and Standards
- / **DATA CONVERSION AND REVIEW** – Axon will work with your agency to map the data from the legacy data structures and formats into Axon Records and Standards; an iterative process that requires a review by both Axon and your agency to ensure successful and accurate data conversion
- / **DATA CONVERSION COMPLETION** – Once Axon and your agency verify data migration is complete, Axon Records and Standards can structure the data to be parsed and shared with third-party systems if needed

/ SYSTEM REVIEW

After the configuration of Axon Records and Standards is complete, Axon's team will conduct a Functional Acceptance Test (FAT) with your agency's defined end-users. Through Functional Acceptance Testing, our team will be able to determine whether your agency's solution is configured correctly and validated against the agreed-upon requirements and product outcomes. This includes final validation of integrations, data warehouse set-up, configuration, and any data conversions.

The following list covers some sample scenarios designed to methodically validate all components of the new system. If all testing scenarios meet the pass criteria, your agency will be ready for training and go-live. If during the FAT process, changes are identified, the PM, SA, and agency-appointed deployment lead will rescope the necessary effort and execute and re-run the FAT scenario until acceptance is reached.

EXAMPLE FAT SCENARIOS

- / **SEARCH FOR DATA ENTERED INTO AXON RECORDS INCLUDING INCIDENTS, PEOPLE, VEHICLE, AND LOCATIONS** – The pass criteria for this scenario includes successful utilization of the search feature to locate applicable information while focusing on efficiency and readability.
- / **MY TASKS, CALL FOR SERVICE** – The pass criteria for this scenario includes verifying all the integrations between your CAD and Axon Records, as well as focus on your patrol officers' understanding of the reports assigned, priority, and subsequent routing to the correct supervisor and records for review.
- / **REPORTING AND ANALYTICS** – The pass criteria for this scenario includes a review of all data summarizations created for go-live with crime analysts and end-consumers of the data, such as command staff. Results will be graded on the ability to review and extract insights from the data as well as testing of automatic updates to data where configured. In addition to end product outcome validation, our team will perform integration reviews with your agency. These will include an overview of the steps listed above with your project lead. Once the system has been confirmed as operational and configuration is approved by your team, we will then initiate the final training and go-live measures.

/ TRAINING

Training is a critical step in the deployment process and takes careful planning and consideration. Axon believes that one training size does not fit all, which is why we would develop a flexible training curriculum tailored to meet the specific needs of your agency.

Axon's robust training preparation and execution will help promote your agency's success in the long run. Our training approach includes the following:

- / **DEVELOPING A PROJECT PLAN** – Axon will document our approach and propose a training plan to your agency that covers user types and availability, as well as any additional IT or administrative training
- / **SETTING UP THE TRAINING ENVIRONMENT** – Axon will establish a training environment that replicates the agency's production environment, thus creating a realistic user training experience
- / **IDENTIFYING UNIQUE AGENCY CONFIGURATIONS** – Axon will work to understand your current workflows, policies, and SOPs related to any particular configuration request or need
- / **IDENTIFYING ROLES** – Our training team will identify agency roles and workflows while working to confirm and meet the requirements of your agency
- / **FOSTERING A HANDS-ON APPROACH** – All training will be hands-on and occur in an Axon provided training environment that promotes interaction
- / **TAILORING THE CURRICULUM** – Our training team will tailor the curriculum to meet the needs of your agency roles and workflows, all while establishing training expectations
- / **CONFIRMING LOGISTICS** – Axon will determine target class sizes, scheduling, what equipment is needed, etc.

/ **CREATING A FEEDBACK SURVEY** – Axon will compose a Post-Training Agency Feedback survey that will be administered to your agency after training is complete

/ **PLANNING AVENUES OF SUPPORT** – Axon will determine what levels of support may be needed, ranging from customer support to troubleshooting guidance

To better understand what our training approach looks like, we have included an excerpt from a sample training curriculum below.

SAMPLE CASE MANAGEMENT TEMPLATE

Hour #1 Time Mark: 0-15 Minutes Curriculum Point: Introduction & Dashboards • Introduction • Logging in ◦ Must be in Chrome ◦ Username/password ◦ Click on "Records" tab ▪ Automatically will default to Evidence.com ▪ Must click on "Records" tab • Teams, privileges- set up by IT; Confirm Teams with privileges are correct • "My Tasks" tab versus Case Management My Tasks tab ◦ Reports-My Tasks do not display Cases assigned. However, if a supplement is added within a case and the supplement is left in draft mode, it will appear in the Reports-My Tasks ◦ Case Management-My Tasks displays cases assigned • Toolbar, Folder icon- Access Case Management • Case Management Inbox Overview ◦ Terms ▪ Active Case ▪ Triage Case

Hour #1 Time Mark: 15-30 Minutes Curriculum Point: Search for Cases • CASE MANAGEMENT ◦ My Tasks -Cases assigned to you; different from Reports-My Tasks ▪ Active ▪ Closed ▪ Filters: ▫ Urgency, Non-Urgent ▫ Offenses ▫ Owner ▫ Date Created ▫ Due Date ▫ Victims ▫ Offense Severity ▫ Offense Category

Hour #1 Time Mark: 15-30 Minutes Curriculum Point: Agency Overview Inbox • AGENCY OVERVIEW INBOX ◦ Active Open Cases- Assigned ▪ Transfer Unit 1. Transfer to another District Inbox or Specialized Unit 2. Routing Note with transferring the case to another Unit 3. Adding a due date to the case 4. Mark Urgent- click in the box to add a checkmark to mark the Case as urgent. Urgent Cases are moved to the top of the Assigned user's task list. 5. Transfer- sends the Unassigned case to the District Triage Inbox or Specialized Unit Triage Inbox
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Hour #1 Time Mark: 30-45 Minutes Curriculum Point: Agency Overview Inbox ▪ Close Case ▫ Transfer Unit 1. Transfer to another District Inbox or Specialized Unit 2. Routing Note with transferring the case to another Unit 3. Adding a due date to the case 4. Mark Urgent- click in the box to add a checkmark to mark the Case as urgent. Urgent Cases are moved to the top of the Assigned user's task list. 5. Transfer- sends the Unassigned case to the District Triage Inbox or Specialized Unit Triage Inbox ▫ Set Case Disposition ▪ Internal Disposition- set the internal disposition to choose options by clicking in the circle to the associated disposition ▪ Add Reasoning to the Internal Disposition- choose dropdown option

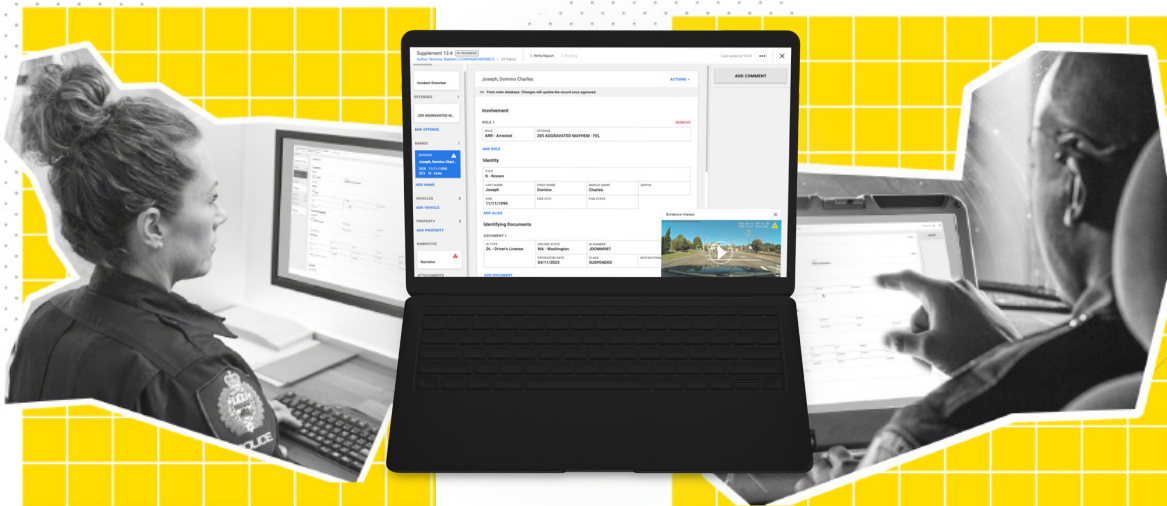
/ GO-LIVE

NOW THAT WE'VE DONE THE WORK—including system set-up, interface set-up, configuration, data conversion, functional testing, system review, and end-user training—it's time to Go-Live!

By this time, both Axon and your agency's project teams will have spent a lot of time together leading up to cut-over, and your agency should be well prepared to use Axon Records and Standards on your own and in the field. The Axon project team will provide a combination of both on-site and remote support, led by your project manager, the day the new system goes live.

During the initial Go-Live phase, Axon's on-site team will be there to address questions as they arise, which will ensure a smooth and successful Go-Live experience for your agency.

We understand that going live can be a stressful time for your agency, which is why the Axon project team will be with your agency each step of the way, in partnership, to guarantee a successful deployment.

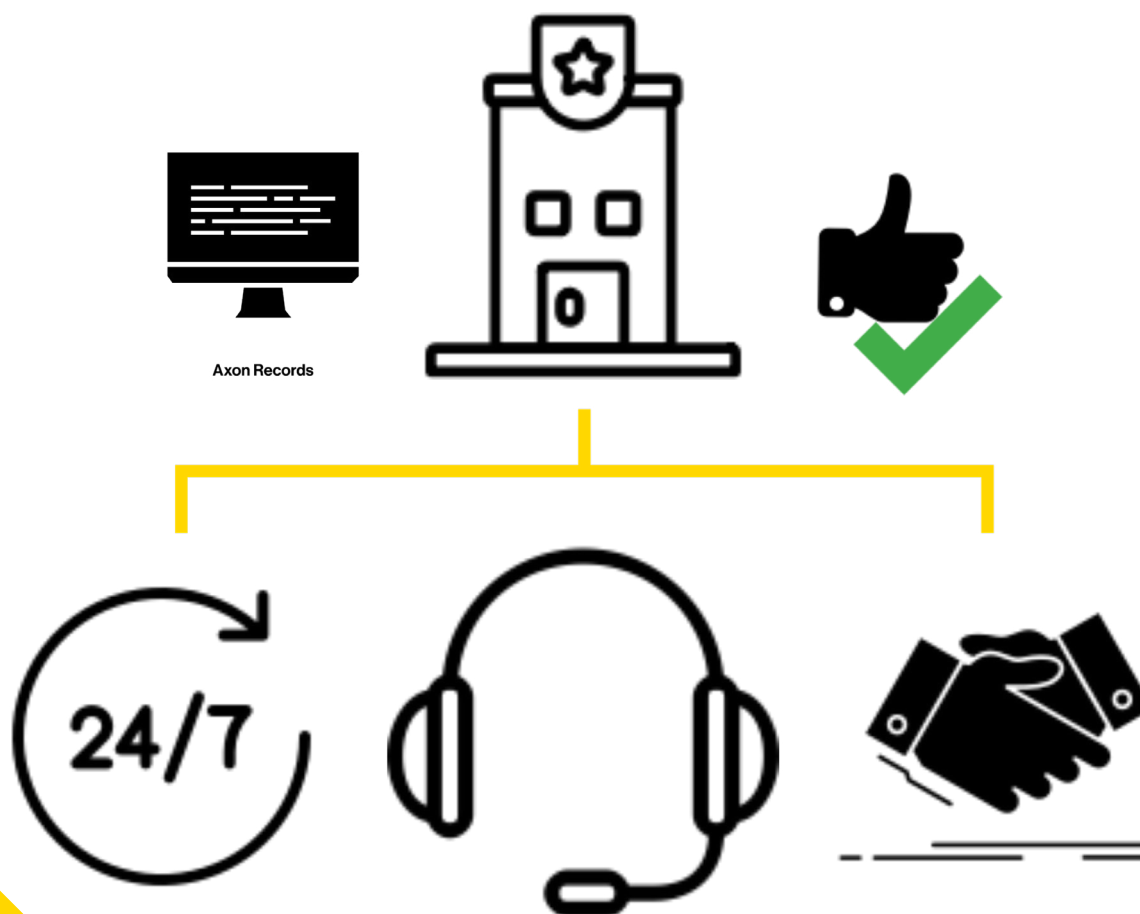


/ SUPPORT TRANSITION

Once your agency has gone live on Axon Records and Standards—it's now time to transition from your project manager to post go-live support. We know a successful transition of support can lead to less headaches—and better long-term happiness down the road—when it comes to troubleshooting issues and reaching a resolution fast.

At Axon, ongoing customer health and happiness is a priority. In addition to our technical support team, we will introduce you to your dedicated customer success manager, who is responsible for proactively engaging your agency on ongoing initiatives and aiding in long-term success while using our solutions. We aim to develop a strong working relationship through clear and specific communication, updates, hassle-free help, and support escalation when your agency needs it the most.

/ FROM ON-SITE SUPPORT AND APPROVALS



/ TO DEDICATED AND ONGOING POST-SUPPORT FOR YOUR AGENCY

/ TECHNICAL SUPPORT

Axon's technical and customer support representatives provide first-class service through multiple communication channels that may include, but are not limited to, email, phone, webchat, and community forums. While assisting customers, our customer support representatives will report bugs and trends to the necessary stakeholders and process/performance improvement suggestions to the customer support manager.

Live phone support is available 24 hours a day, seven days a week, for urgent matters. For standard customer support assistance, your agency may contact a customer service representative at 800.978.2737 (extension 4), or via email at support@axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of your investment in the Axon Ecosystem.

ESCALATION

If at any point an issue needs to be escalated, we have a support team in place that aims to address all submitted cases within two business days.

Our levels of support, available by tiers, are described below:

/ TIER 1 TECHNICAL SUPPORT – GENERAL HOW-TO QUESTIONS

- Frequently asked questions (FAQs)
- Product navigation
- Feature clarification
- Standard queries
- Assistance with known solutions

/ TIER 2 TECHNICAL SUPPORT

- Advanced Product troubleshooting
- Advanced Axon Evidence Configuration
- Any Escalated issues from Tier 1 support

/ TIER 3 ENGINEERING SUPPORT

- Critical problem or recurring problems rendering the product inoperable or requiring workarounds, bug fixes, testing and/or simulation

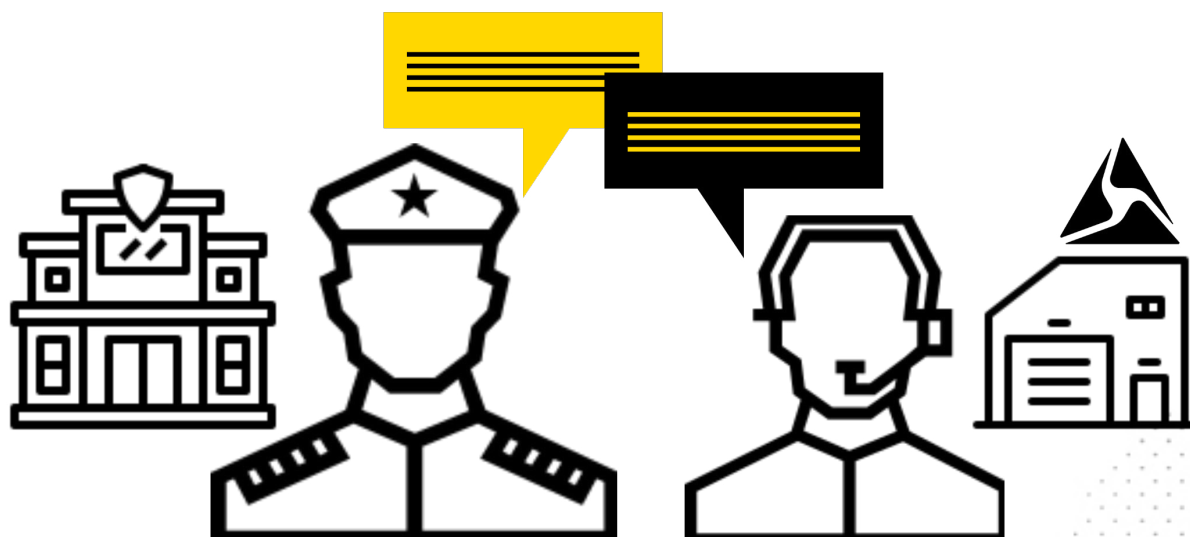
/ CUSTOMER SUCCESS MANAGEMENT

Once a solution is delivered, most agencies are left asking, what's next? Well, Axon has you covered. We are committed to providing your agency proactive support above and beyond traditional technical support. Whether that be new technology initiatives, additional training, or consulting advice, our dedicated team is here for you. With a network of resources dedicated and designed to meet the needs of law enforcement, Axon is here to help.

This support includes access to:

- / **CUSTOMER SUCCESS MANAGERS** – Dedicated Axon personnel assigned per agency who communicate important operating system/firmware updates, identify day-to-day bugs, and address general issues, as well as conduct quarterly business reviews with customers and identify important customer feature requests
- / **24/7 CUSTOMER SUPPORT** – Axon's full customer support division available via live phone support, 24 hours a day, seven days a week
- / **PROFESSIONAL SERVICES** – Experienced and skilled personnel who are involved in the implementation, development, deployment, management, and support of your Axon program
- / **SALES ENGINEERS (SE)** – SEs own the technical aspects of the sales process and have the technical mindset which allows them to understand complex systems and solve intricate challenges involving software and network issues
- / **SUBJECT MATTER EXPERTS (SME)** – SMEs have vast experience in Axon products and an understanding of the complex issues that affect law enforcement around the world
- / **CURRENT CLIENT EXPERIENCE** – Reference information provided by our current clients to demonstrate our experience working with agencies of similar size and scope of work
- CONSULTANTS** – Part-time expert consultants, made up of retired law enforcement leaders, who deliver service on smaller projects and serve as additional resources on large projects
- AXON'S EXECUTIVE TEAM** – A leadership team with broad business and technology experience

- / **AXON ACCELERATE** – Axon’s user conference brings members of the law enforcement community, technology leaders, and prosecutors together to learn how agencies can make policing more effective and efficient with Axon products
- / **ACCOUNT MANAGEMENT HELP** – Available Axon assistance when issues arise with your agency’s account
- / **LUNCH AND LEARNS** – Short informational sessions to share knowledge across and within different disciplines at Axon
- / **LEARNING AND DEVELOPMENT** – Ongoing training courses that cover and promote proper software use and compliance



/ PRODUCT RELEASE NOTES

In addition to your post-support contacts, Axon will remain dedicated to updating Axon Records and Standards throughout the life of the products. From adding new features and functionalities to meet incoming agency requests, to issuing patches and hot-fixes to resolve issues and improve stability, your agency can be assured we are focused on keeping your systems up-to-date and effective.

Every two weeks, we will deliver Release Notes to each agency via email. These release notes will cover any and all changes to the system that could potentially affect your current workflows and environments.

Our two-week release cycle was established to keep our partner agencies in the know, and by setting such a pace, your agency can stay apprised of improvements and resolutions to key customer issues. This will also allow us to take the time needed to test changes and confirm reliability. With this approach, Axon can offer agencies release notes that are easy to digest and delivered on a predictable and frequent cycle. This process will allow your agency to have access to relevant information that matters now.

Please see our sample Release Notes document below:

AXON RECORDS RELEASE NOTES

This document provides descriptions of user-facing changes included in the latest deployment of Axon Records.

The deployment was completed on MONTH DAY, YEAR with the following changes:

/ USER IMPACT

There are no known user impacts.

/ GENERAL WORKFLOW AND UI CHANGES

The following report have been added for Records: (XXXX-XX Only)

- / Tow/Impound
- / Checkpoint Firearms

/ RECORDS

SEARCH UI IMPROVEMENTS

The search filters for Incidents have been reorganized for clarity.

/ RESOLVED ISSUES

The following Axon support ticket item for <<CLIENT>> is now closed:

The request for a specific set of cross streets were added. [RMS-XXXX]
[Salesforce ticket XXXXXXXXX]

/ AGENCY SPECIFIC BUG FIXES AND CHANGES

BUG FIXES AND CHANGES

<<CLIENT>> [RMS-XXXX]) Place of Birth City and State data have been removed from the Person card, so no results will appear in Searches.

Removing data that was previously entered in the Data Warehouse is scheduled for the week of MONTH DAY.

<<CLIENT>> [RMS-XXXX]) The Blood Alcohol Level field is no longer a required field.

AXON STANDARDS: CUSTOMER PERSPECTIVES

Axon Standards is a streamlined solution for Use of Force (UOF) reporting that puts digital evidence at the heart of every record. This software empowers agencies to reduce administrative time, expedite reviews, and build a strong foundation of data that helps them better understand UOF trends and mitigate risk.

Here are some examples of how Axon Standards has benefited users and agencies:

AGENCY: Midwestern agency, 130 sworn
ROLE: Lieutenant

Getting the full picture of a UOF incident is critical, but it can be difficult to manage documentation with clunky paper processes that don't incorporate digital evidence. Facing these challenges, Lafayette Police Department implemented Axon Standards. Lieutenant Brian Clawson has already seen a **workload reduction of 20 hours per week** using the software, which he describes as **"a cutting-edge, user-friendly product"** that helps him collect data to set baselines with stakeholders and the community. One of the major improvements Lt. Clawson sees with Standards is its ability to gather data with simplified workflows that leverage digital evidence to tell the full story of an incident. He states that over time, as more data is accumulated in the system, Standards will continue to deliver time savings and aid the agency in **"identify[ing] individual and agency needs for training."**

AGENCY: South Central region agency, 140 sworn
ROLE: Lieutenant

Because Axon Standards is included in Axon's OSP 7+ bundle, the software is ready for agencies to use, with deployment being the only additional cost. Even so, software rollouts can be a stress point for agencies, specifically around training — but this Lieutenant has been pleasantly surprised by the **ease and effectiveness of Axon Standards' deployment**. The Lieutenant notes that Standards is **"very easy to use and [Axon offers] quick responses with help"** — it's been a relatively easy transition and when an issue has come up, it's been addressed quickly, **making everyone happy.** Everyone learned the product quickly and they are already seeing the impact. Between a faster report-writing experience, incorporating digital evidence into every report, and a simpler stakeholder review process, the Lieutenant estimates a **10-hour workflow time savings** every week.

AGENCY: Midwestern agency, 1,000+ sworn
ROLE: Sergeant

This agency is using Axon Standards to help with two key issues: writing thorough reports in alignment with agency policy and ensuring reports follow a detailed review process. Axon Standards helps the report-writing process by making it "easy to locate examples of other officers' work product to compare to a current investigation," states a patrol Sergeant. This helps make reports more effective, and the software's dynamic report-writing experience means they'll **never have to compromise on quality for speed**. The Sergeant is particularly impressed by the chain-of-command review workflow that allows faster, more real-time report reviews and feedback. The Sergeant believes the time savings and accuracy Standards helps facilitate will allow the agency to **more fully understand UOF trends over time**.

DON'T JUST TAKE IT FROM THEM – SEE FOR YOURSELF! VISIT [AXON.COM/PRODUCTS/AXON-STANDARDS](https://www.axon.com/products/axon-standards) TO LEARN MORE ABOUT MAKING AXON STANDARDS A PART OF YOUR AGENCY TODAY.



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/1/2022
SUBJECT: Approval of the minutes from January 24, 2022

BACKGROUND:

Routine approval of Council regular minutes.

DISCUSSION:

Minutes were distributed prior to the meeting for review.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff requests a motion to approve the minutes from January 24, 2022.

Attachments

1. 01242022 City Council Minutes Draft

City Council Minutes - DRAFT
January 24, 2022
6:00 PM
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Board members present: Mayor Pro Tem Shannon Hayes, Council members Andrew Rencich, Doug Capps, Cynthia Brown, and Joe Blocker. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jon Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Jeff Childers of the Shepherd Church

The Invocation and pledge were led by Pastor Jeff Childers of the Shepherd Church.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Motion by Joe Blocker and seconded by Andrew Rencich to approve the agenda, as presented. Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps Ayes: 5; Nays: 0. All ayes. Motion carried.

5. Presentations and Reports

5.1. Proclamation declaring February as Black History Month

Mayor JB Whitten declared the month of February as Black History Month in Crestview. He invited all to visit the Carver-Hill Museum located at 895 McClelland Street stating the museum contains history of black Americans.

5.2. Florida League of Cities Priorities

Mayor JB Whitten asked Council who would be attending the Legislative Days, and Councilmembers C. Brown, D. Capps and S. Hayes responded they will be attending the 7th - 9th.

Mayor Pro Tem S. Hayes announced that a free Ethics training is available on the 7th.

Mayor Whitten advised it is difficult to get appointments with the officials and noted where to locate hints for advocacy with the legislators in the toolkit that was included in the agenda. He also included the priorities request.

City Manager T. Bolduc said he will provide a handout before Council goes to Tallahassee adding he will be available one of the days and went over the four priorities, the septic to sewer conversion in Foxwood and Country Club Estates, the Redstone and Brookmeade intersection improvement, adding two items have been added on Benjamin - septic to sewer and a stormwater project by the High School. Other projects are on-going but may have less interest with our legislators.

6. Consent Agenda

Mayor Whitten asked if Council had comments regarding the Consent Agenda, and Councilmember J. Blocker had concerns about monitoring the impact of the cart path, and City Manager T. Bolduc replied to the concerns had been addressed.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Andrew Rencich to approve the Consent Agenda, as presented. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

- 6.1. Waiver of Purchasing Policy- Firefighter medical screenings
- 6.2. Approval of draft minutes for 10/11/21, 10/14/21, 10/18/21, 11/8/21 and 1/10/22
- 6.3. Approval of change order #1 with Sawcross for the WWTP Solids Handling and Dewatering project
- 6.4. Contract Award, Street Resurfacing Bid
- 6.5. Asphalt Quotes for Cart Path

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1840 - Lindley Road Annexation

City Manager T. Bolduc explained the ordinance would not be heard tonight, as the newspaper did not run the advertisement twice, as required by Statute. He mentioned the developer was present tonight and is aware of the concerns from the residents. He said the situation shows we need to look at our Land Development Code, relating to the density. Staff plans to create a new district to reduce the density to two units per acre, which will include bigger lots. He added the Planning Development Board will hear the new ordinance and will rehear the zoning ordinance again. The process is a good example of the local government process working. Everyone's rights will be protected.

Mayor Pro Tem S. Hayes said he looked at the area and stated what the city manager is proposing will fit the neighborhood. City Manager T. Bolduc replied it is good for us because of the rapid pace of growth adding one part of our strategic plan objective is to protect our culture.

Councilmember D. Capps thanked the team for their hard work in working with the developer.

7.2. Ordinance 1850 - Amendment to LDC Section 8.04.00 - Street Access and Driveway Design Requirements

City Manager T. Bolduc presented Ordinance 1850 to the City Council and asked the City Clerk to read the ordinance adding the Planner had explained it in depth at an earlier meeting.

City Clerk Maryanne Schrader read the Ordinance by Title:

An Ordinance of the City of Crestview, Florida, providing for the amendment of Section 8.04.00 – street access and driveway design requirements of the Land Development Code; providing for authority; providing for severability; providing for scrivener’s errors; providing for liberal interpretation; providing for repeal of conflicting codes and ordinances; and providing for an effective date.

Mayor Whitten asked for public comment on the Public Hearing and in hearing none, called for action.

Motion by Councilmember Andrew Rencich and seconded by Joe Blocker to adopt Ordinance 1850, An amendment to LDC Section 8.04.00- Street Access and Driveway Design Requirements on 2nd reading for final adoption. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

7.3. Ordinance 1851 - Amendment to LDC Section 6.01.02 – Residential Design Standards

City Manager T. Bolduc presented Ordinance 1851 explaining the history regarding the door facing the front street. He said this will assist with the affordable housing on long narrow lots and provides an opportunity to assist the neighborhood.

City Clerk Maryanne Schrader read the Ordinance by Title:

An Ordinance of the City of Crestview, Florida, providing for the amendment of Section 6.01.02 – Residential Design Standards of the Land Development Code; providing for authority; providing for severability; providing for scrivener’s errors; providing for liberal interpretation; providing for repeal of conflicting codes and ordinances; and providing for an effective date.

Mayor Whitten called for public comment during the Public Hearing and hearing none called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Douglas Capps to adopt Ordinance 1851, an Amendment to LDC Section 6.01.02 - Residential Design Standards on 2nd reading for final adoption. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

8. Ordinances on First Reading

9. Resolutions

10. Action Items

Task Order 2022-02 for Professional Engineering and Consulting Services for the SR 85 Bypass
10.1. East-West Connector Utility Design and Permitting

City Manager T. Bolduc requested approval to engage in a task order, as we are building the bypass and want to place the pipe during construction adding Jacobs is coordinating with HDR.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to

approve the Task Order 2022-02 for Professional Engineering and Consulting Services for the SR 85 Bypass East-West Connector Utility Design and Permitting.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

10.2. Approval of Auditing Services Firm

City Manager T. Bolduc brought forward the item to select a firm to provide auditing services, as our current auditor is no longer able to provide the service. He mentioned Councilmember A. Rencich served as the Chair of the Auditing Review Committee. He stated the committee selected Purvis Gray and requested Council accept the recommendation from the committee. He said the proposal covers FY 2021 and next two years adding we will also use this firm for the CRA and golf course.

Councilmember A. Rencich mentioned both companies were able to do the auditing, but Purvis Gray came up higher.

Motion by Councilmember Douglas Capps and seconded by Councilmember Joe Blocker to accept the proposal from Purvis Gray Consulting LLC.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

11. City Clerk Report

11.1. Update on City Clerk Process

City Clerk M. Schrader highlighted several areas regarding the need to update records management processes, and researching the need for a public records request solution, as we have a need to track the requests efficiently.

12. City Manager Report

12.1. City Manager Updates

City Manager T. Bolduc stated the City Clerk is working on processes, and she will be bringing back a proposal in the future.

City Manager T. Bolduc said the Animal Control solution is moving adding an animal control officer has been hired and will be on board in about two weeks. He added eight staff members are going to the college for training on care of the animals. We have started rehabilitating our facilities and have taken over the Laurel Hill location. We will be able to provide the level of service within a couple of weeks.

He stated we have a soft opening at the golf course on February 11th adding the restaurant received its license today. However, we are not sure if we will be able to be fully open to the public in March.

He went over several projects in the works such as the interconnectivity for the Redstone Avenue and Brookmeade intersection improvements. Adding there is no more construction runoff.

He said we are starting an eight-month Leadership Training program and will forward the syllabus

to the Council. This is training for management and supervision and have received 39 applications. He added AllIn Credit Union partnership is helping with the quarterly employee program.

He updated Council on the Fire training tower construction project that is going out for RFP in about two weeks. In response to Councilmember D. Capps question on the mural, he stated we planned to have a mural but cannot do so because of the cost of construction.

City Manager T. Bolduc updated the Council on the Wilson Street splash pad, and the Code Enforcement Blight program adding we have a complied list and a list of buildings that have been demolished. He is going out for bid for affordable housing, as well.

City Manager T. Bolduc mentioned he met with Councilmember D. Capps on the TDC funding plan stating, they spoke about our funding strategy. He believes we should receive \$257,000 this year, so we will make updates to the plan. He said we are working with the Laurel Hill partnership, as well.

He went over the Disc Club membership stating they will have use of and maintain the park, so we are working on a Memorandum of Understanding. He added he will distribute the Annual Report of Investment Activity which relates to the investments in our retirement program.

12.2. Memorandum of Understanding to Develop City Property

City Manager T. Bolduc explained Ben Anderson asked for a location to move the Brackin building, and they discussed working on a Memorandum of Understanding (MOU) for the property around the Chamber, Library and Community Center. He explained there are restrictions on the property, as it needs to be used for government use, but this opportunity falls within the deed restrictions. He suggested a building for the tax collector and the administrative offices for our police department. It is an opportunity to partner with them. He asked for support from Council to allow him and city attorney to develop a MOU to move forward with the construction on the property. He added this would be a two-story building.

Discussion ensued and Council fully supported. Councilmember J. Blocker asked about footage for the building, and City Manager T. Bolduc replied that will be worked out in the preliminary design stage adding the goal is for the city not to invest in the building, as we bring the land and build out the inside. In response to Councilmember C. Brown on the need for a fire station, City Manager T. Bolduc explained he has spoken to the fire chief, but the property is not conducive to loud sirens. He added the Stillwell property is still on the table for discussion.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to allow the city manager and city attorney to negotiate a Memorandum of Understanding for the use of the property.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

13. Comments from the Mayor and Council

Councilmember A. Rencich mentioned he attended the EDC and said Florida is gaining people at 1,000 a day adding 100% growth is in the panhandle.

Councilmember C. Brown said the Okaloosa Transportation Committee was postponed. She mentioned the Library Co-op will be Wednesday at the Library. She also welcomed the developer for the Lindley

Road project for trying to work with the city. We need all kinds of housing and a balance to work with all the citizens and the quality of life. Councilmember J. Blocker agreed stating he is pleased to see the public and government is working together.

Mayor Pro Tem S. Hayes mentioned the legislative session is open. He suggested keeping up with the flc.org, as they do a narrative on the bills adding the sessions may be viewed at floridachannel.org. He added every Monday they call in at 8:00 a.m. for a webinar adding he has spoken to them about affordable homes. He voiced concern about the utility situation, explaining the Public Utilities Commission approved the rates and will address the issue.

Mayor Whitten said he is wearing a pin commemorating the 100th anniversary of the Florida League of Cities. Mayor Whitten mentioned the MLK parade stating they had a good turnout. He announced the release of the community calendar and will be posting on the city website city events adding there are 65 events listed so far this year. We are working on the Community Resource page which will steer people to where they can go for assistance.

14. Comments from the Audience

Mayor Whitten asked for public comment and no one came forward.

15. Adjournment

In reply to Councilmember J. Blocker, City Manager T. Bolduc said he does not have the list of tenants at the Commons yet. City Manager T. Bolduc added that Okaloosa County has five miles set aside for the WWTP on the east end and will fund the construction. Wayne Steele has been one of the people appointed to the committee which is working on a solution on serving customers both inside and outside the city limits. He added the county is using federal money from ARPA.

Mayor Whitten adjourned at 7:14 p.m.

Minutes approve this __ day of __, 2022.

Maryanne Schrader
City Clerk

JB Whitten
Mayor



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk
DATE: 2/10/2022
SUBJECT: Amendment No. 7 - WWTP Operations, Maintenance and Management Contract

BACKGROUND:

Since 1995, the daily operation of the Crestview Wastewater Treatment Plant has been provided by a contractor. The current contract was awarded on September 2014 for a period of five years with a one time renewal option of five years which was approved by City Council on February 27, 2019. This contract was extended to JACOBS Engineering Group (CH2MHill, OMI Inc.).

DISCUSSION:

This contract Amendment #7 extends the contract for one additional year beginning October 1, 2021 through September 30, 2022.

GOALS & OBJECTIVES

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

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

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Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The waste water treatment plant contract amendment #7 is \$1,125,782, an increase of \$27,458. The original contract amount was approved in the budget. Additional funding is available within the WWTP division for the increase.

RECOMMENDED ACTION

Staff requests a motion to approve the extension of the contract to Operations Management International Inc., a subsidiary of Jacobs Engineering, for the Operations, Maintenance and Management Services of the City of Crestview Waste Water Treatment Plant in the amount of \$1,125,782 dollars.

Attachments

1. WWTP Amendment 7

AMENDMENT NO. 7
TO THE
AGREEMENT FOR OPERATIONS, MAINTENANCE AND
MANAGEMENT SERVICES FOR THE CITY OF CRESTVIEW, FLORIDA

This Amendment No. 7 to the Agreement for Operations, Maintenance and Management Services, as it has subsequently been amended, for the City of Crestview, Florida dated October 22, 2014 (the "Agreement") is made effective this ____ day of _____ 2021 by and between the City of Crestview, Florida, a municipal corporation, whose address for any formal notice is 198 North Wilson Street, Crestview, Florida 32536 (hereinafter "OWNER") and Operations Management International, Inc., whose address for any formal notice is 9191 Jamaica Street, Englewood, CO 80112 (hereinafter "CONTRACTOR").

NOW THEREFORE, OWNER and CONTRACTOR agree as follows:

1. Appendix E, Article E.1.1 is deleted in its entirety and replaced with the following Article E.1.1:

E.1.1 OWNER shall pay to CONTRACTOR as compensation for services performed under this Restated Agreement a Base Fee of One Million One Hundred Twenty-Five Thousand Seven Hundred Eighty-Two Dollars (\$1,125,782) for the period of October 1, 2021 through September 30, 2022. Subsequent years' base fees shall be determined as hereinafter specified.

2. Appendix E, Article E.1.4 is deleted in its entirety and replaced with the following Article E.1.4:

E.1.4 The total amount CONTRACTOR shall be required to pay for Repairs shall not exceed the annual Repairs Limit of Twenty Thousand Dollars (\$20,000) for the period specified in Appendix E.1.1 above. CONTRACTOR shall provide OWNER with a detailed invoice of Repairs over the annual Repairs Limit, and OWNER shall pay CONTRACTOR for all Repairs in excess of such limit. CONTRACTOR will rebate to OWNER the entire amount that the cost of Repairs is less than the annual Repairs Limit.

3. Appendix E, Section E.1.6 is deleted in its entirety and replaced with the following Article E.1.6:

E.1.6 The total amount CONTRACTOR shall be required to pay for Chemicals shall not exceed the annual Chemicals Limit of Fifty Thousand Dollars (\$50,000). CONTRACTOR shall provide OWNER with a detailed invoice of Chemicals cost over the annual Chemicals Limit, and OWNER shall pay CONTRACTOR for the cost of Chemicals in excess of the Chemicals Limit. CONTRACTOR will rebate to OWNER the amount that the actual cost of Chemicals is less than the annual Chemicals Limit.

4. Appendix E, Article E.1.8 is deleted in its entirety and replaced with the following Article E.1.8:

E.1.8 Provide for the disposal of scum, sludges, and biosolids (collectively, "Residuals") to existing disposal sites, provided the total amount CONTRACTOR shall be required to pay does not exceed One Hundred Thousand Dollars (\$100,000) for the period specified in Appendix E.1.1 above. CONTRACTOR shall provide OWNER with a detailed invoice of Residual disposal costs over the annual Residuals Limit, and OWNER shall pay CONTRACTOR for the cost of Residuals in excess of the Residuals Limit. CONTRACTOR will rebate to OWNER the amount that the actual cost of Residuals is less than the annual Residuals Limit.

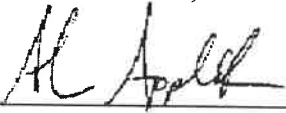
5. Appendix E, Article E.1.9 is deleted in its entirety and replaced with the following Article E.1.9:

E.1.9 Contractor and Owner shall agree on the annual fee for electrical costs of One Hundred Ninety-Two Thousand Dollars (\$192,000) for the period specified in Appendix E.1.1 above. Any electrical cost overage will be shared and equally paid by OWNER and CONTRACTOR. Any electrical cost savings below the estimated fee will be equally shared between the OWNER and CONTRACTOR at the end of the contract year with other rebate line items in the Agreement.

This Amendment together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of prior Amendments and the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.:**

By: 
Name: Andy Appleton
Title: Vice President
Date: 2/2/2022

**THE CITY OF CRESTVIEW,
FLORIDA:**

By: _____
Name: JB Whitten
Title: Mayor
Date: _____



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/10/2022
SUBJECT: Resolution Amending Resolution 2021-19

BACKGROUND:

The City Council approved Resolution No. 2021-19 on August 10, 2021 to participate in the State Revolving Loan Fund Program. Recently, the Florida Department of Environmental Protection has requested that Section 4 of Resolution 2021-19 be changed to exclude the connection fees stipulation from the pledged revenues.

DISCUSSION:

The amended section will read that the net water and sewer system revenues after payments of all prior and senior liens are pledged for the repayment of the loan.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No financial impact is anticipated.

RECOMMENDED ACTION

Staff requests a motion to approve Resolution 2022-7.

Attachments

1. Amendment Resolution for WWTP FDEP Funding
2. Resolution 2021-19

RESOLUTION: 2022 - 7

**AMENDMENT TO RESOLUTION 2021- 19
OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA,
RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION (FDEP) STATE REVOLVING FUND (SRF), ADOPTION OF THE
WASTEWATER FACILITY PLAN FOR THE IMPLEMENTATION OF THE
CRESTVIEW WWTP SOLIDS HANDLING IMPROVEMENTS PROJECT AND
THE RAPID-RATE INFILTRATION BASIN (RIBS) EXPANSION
PROJECT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, The City Council of Crestview, Florida approved Resolution 2021-19 on August 10, 2021 in order to participate in the State Revolving Loan Fund Program; and

WHEREAS, The Florida Department of Environmental Protection has requested the City of Crestview to remove a stipulation in the adopted resolution to exclude connection fees from the pledged revenues.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA IS THUS AMENDED:

SECTION 4: The net water and sewer system revenues after payments of all prior and senior liens, are pledged for the repayment of the loan.

SECTION 5: All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 6: If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

Section 7. Effective Date

This Resolution shall take effect upon its approval and adoption by the City Council.

Passed and adopted in regular session this ____ day of _____ 2022.

ADOPTED:

JB Whitten, Mayor

ATTEST:

Maryanne Schrader, City Clerk

RESOLUTION: 2021-19

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CRESTVIEW, FLORIDA, RELATING TO THE
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION (FDEP) STATE REVOLVING FUND
(SRF), ADOPTION OF THE WASTEWATER FACILITY
PLAN FOR THE IMPLEMENTATION OF THE
CRESTVIEW WWTP SOLIDS HANDLING
IMPROVEMENTS PROJECT AND THE RAPID-RATE
INFILTRATION BASIN (RIBS) EXPANSION
PROJECT, AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, The City Council of Crestview, Florida (The Council) hereby approves the submission of an application for an SRF low-interest loan (the Loan) for the Crestview WWTP Solids Handling Improvements Project and the Rapid-Rate Infiltration Basin (RIBs) Expansion Project (the Project), hereby accepting the planning documentation and meeting other purposes; and

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater facilities; and Florida Administrative Code requires the formal authorization by The Council to formally adopt a facility plan outlining necessary wastewater facility improvements to comply with State of Florida funding requirements; and

WHEREAS, The Council authorized CH2M Hill, Inc., (a subsidiary of Jacobs Engineering Group) to prepare a planning document in order to comply with the requirements of State Statutes and Florida Administrative Code pertaining to the SRF Loan Program; and

WHEREAS, formal adoption of the proposed planning document is required for the City of Crestview to participate in the State Revolving Loan Fund Program;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA THAT:

The City Manager is hereby designated as the authorized representative to provide the assurances and commitments that will be required by the Facility Plan.

SECTION 1: The Mayor is authorized to:

1. Accept the planning document on the project prepared by Jacobs, dated July 2021; and
2. Certify that this public hearing was held on August 10, 2021; and
3. Certify that the financial planning information discussed at the public hearing is correct and that the City of Crestview has the capability to repay the loan; and
4. Certify that the project is in accordance with the City's Comprehensive Plan.

SECTION 2: The Mayor is further authorized to submit an application for an SRF loan for the project(s) to the FDEP and to furnish such information as they may request in connection with an application for the SRF loan, including assurances of financial capability to repay the loan.

SECTION 3: The Mayor is further authorized to execute any and all other necessary instruments in connection with obtaining the SRF loan for the project.

SECTION 4: The net water and sewer system revenues, including reconnection fees, after payments of all prior and senior liens, are pledged for the repayment of the loan.

SECTION 5: All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 6: If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

Section 7. Effective Date

This Resolution shall take effect upon its approval and adoption by the City Council.

PASSED AND ADOPTED IN REGULAR SESSION THIS 10th DAY OF AUGUST, 2021

CITY OF CRESTVIEW, FLORIDA


JB Whitten, Mayor

By: Shannon Hayes, Mayor Pro Tem

Attest:


Elizabeth M. Roy, City Clerk





Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Michael Criddle, Public Services Director
DATE: 2/10/2022
SUBJECT: Stormwater Department Excavator

BACKGROUND:

The Stormwater Department is replacing the existing 19-year excavator which is past its service life.

DISCUSSION:

This year's stormwater budget has the purchase of a new excavator. The purchase will be made by a piggyback contract off of the Cooperative Purchasing Program with the Florida Sheriffs Association and Florida Association of Counties. A quote was received from one of the awarded vendors, Cowin Equipment Company for \$49,669.00 which was under the estimated cost of \$55,000.

The City's purchasing policy requires a fully executed copy of the contract. However, this information was not readily available to the City. City staff were able to obtain information from the Florida Sheriffs Association website indicating the validity of the contract and including specific information related to it. (i.e. effective date, awarded vendors, etc.)

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

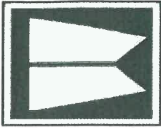
The quote from Cowin Equipment Company is for \$49,669.00 which is below the budgeted amount in the 2022 Stormwater Capital Cost budget.

RECOMMENDED ACTION

Staff requests a motion to approve the piggyback contract as provided to allow the excavator purchase from Cowin Equipment Company in the amount of \$49,669.

Attachments

1. 02.09.21 Agenda Item
2. Awarded Vendors

**Cowin Equipment Company, Inc.**

2238 Pinson Valley Parkway

Birmingham, AL 35209

205-841-6666 (P)

205-849-0853 (F)

Quotation

Date

11/17/2021

Customer #

Ref. #

To:

City of Crestview**715 N Ferdon Blvd****Crestview FL 32536**

Attention:

Michael Clinton

Salesman:

Burford/Edwards

Make	Model	Serial Number	Quantity	Pricing
Takeuchi	TB235	TBD	1	Cost \$41,487.00
This unit is priced from the Florida Sheriffs Association Cooperative Purchase Contract. Item #99,			18" Bucket with 15% mark up	\$679.00
			36" Ditch Bucket with 15% mark up	\$1,313.00
			Hydraulic Thumb	\$1,797.00
			Manual quick coupler with pins with 15% mark up	\$1,962.00
			5 year/4000 Hour Premier Warranty	\$2,431.00

Equipment Specs	Trade - In				
TB235	Make	Model	Hours	Serial Number	Trade Value
Canopy	\$0.00				
Straight Blade					
Work Light					
Werk Brau Coupler					
18" Bucket with teeth					
36" Ditch Bucket					
Hydraulic Thumb					
Thumb Extensions					
	Pricing Summary				
	Equipment Purchase Price			\$49,669.00	
	Less Trade-In Allowance			\$0.00	
	Local Delivery			\$0.00	
	Total Price (before sales tax)			\$49,669.00	
	Notes / Warranty / CSA Information				
	24 Month/2000 Hour Machine warranty				
	60 month/4000 Hour Premiere Warranty with EPG				
	Presently we are estimating an 8 to 10 week availability for units that ordered within the next 10 days.				
	All standard warranty, extended warranty and CSA pricing (if applicable) are included in the above machine sales total price				
Lease Quote					
Type	Term	Hrs.	Payment	Purchase Option	
Finance Quote					
Total Amt. to Finance	Term	Rate	Payment		
Inc. Tax					

We want to thank you for allowing us to present you with this quote.

John Edwards 850-685-7055



We want to thank you for allowing us to present you with this quote.

John Edwards 850-685-7055

ACKNOWLEDGEMENTS: We promise to pay the balance due shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), on or before delivery of the equipment ordered herein. Despite physical delivery of the equipment, title shall remain with the seller until the equipment balance shown above is fully paid.

Proposed:

Accepted:

*John Edwards**[Signature]*

SSM

ASM

Asst. Director 11/18/21

Title

Date

RECEIVED
NOV 22 2021
INITIALS *um*

442-2238-538-64-00
480/010
Req# 6471



RECEIVED
NOV 22 2021
INITIALS um

Justification for Sole Source Purchases or Contracts

Purpose

Sole source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the sole source procurement of equipment, construction, supplies or services when a purchase will exceed \$1,000. All purchases over \$20,000 require City Council approval.

Statement:

I am aware that the City of Crestview requires competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated above. These statements are complete and accurate based on my professional judgment and investigations.

Requestor: Allen Halford

Requestor Signature: [Signature]

Department: Stormwater Div. PS.

Budget Line: _____

Date: 11/22/21

New Vendor: Yes / No

Vendor Name: Canine Equipment

If yes, will need to complete a W9 and may need to provide insurance information.

Amount/Value: \$49,669.00

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

TB240 Excavator to Replace 2004 TB235 Excavator

What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

Sheriffs Assoc. Contract

Please provide information that supports your specific requirements necessitating a sole source purchase:

Sheriffs Assoc. Contract

Approvals

Department Head:

[Signature]

Date: 11/22/21

Finance Director:

Date: _____

City Manager (over \$7,500):

Date: _____

City Council (over \$20,000)

Meeting Date: _____

442-2238 Stormwater Continued...

Capital Costs									
		\$0	538	6301	Improvements/Not buildings				\$0
		\$0	538	6400	Equipment				\$220,000
				*	Mini Excavator	1	\$55,000	\$55,000	
				*	2 cubic yard Wheel Front End Loader	1	\$165,000	\$165,000	
		\$0	538	6401	Capital Leases				\$9,369
					Enterprise 1/2 Ton Truck Lease	1	\$9,369	\$9,369	
\$0	\$0	\$0			Capital Expenses			\$229,369	0%
\$350,977	\$0	\$400,920			Total Expenses			\$633,262	58%
-\$350,977	\$0	\$0			Net Revenue / Expenses			\$0	0%
					* Indicates 1/2 Cent Sales Tax Items				

BID AWARD

CONTRACT

FSA20-EQU18.0

HEAVY EQUIPMENT

Contract Term:
October 1, 2020– September 30, 2023

Cooperative Purchasing Program

Coordinated By

The
Florida Sheriffs Association
&
Florida Association of Counties





Protecting, Leading & Uniting...since 1893

FLORIDA SHERIFFS ASSOCIATION

2617 Mahan Drive, Tallahassee, Florida 32308
P.O. Box 12519 • Tallahassee, Florida 32317-2519

p: (850) 877-2165
f: (850) 878-8665
www.flsheriffs.org  

Date: October 1, 2020

To: All Perspective Participants

From: Steve Casey, Executive Director
Craig Chown, CPP Manager

Re: Contract Number FSA20-EQU18.0 Heavy Equipment

We are pleased to announce that the Florida Sheriffs Association has successfully completed its 18th cooperative competitive bid for heavy trucks. This contract is in effect beginning October 1, 2020 through September 30, 2023.

This year's bid award included 404 specifications and makes and models for heavy trucks.

The competitive process for this award began in April 2020, when stakeholders were surveyed regarding procurement needs. Specifications were developed based on prior year activity and new additions were added based on survey results and the Fleet Advisory Committee's review of products.

An advertisement of the Invitation to Bid was placed within the FSA website and Florida Administrative Weekly on April 22, 2020. On June 2, 2020, a direct notification was sent to 511 prospective bidders to register for qualification to participate in the bid process for heavy trucks and heavy equipment. From this ITB, 206 bidders responded to the pre-bid meeting registration or request for qualified waiver for FSA approval. Of these respondents, 84 submitted bids and 79 qualified, responsive bidders were awarded after a review by the FSA and the FSA Fleet Advisory Committee.

The Florida Sheriffs Association Cooperative Purchasing Program has followed the Contract Terms and Conditions to procure this contract.

Contract prices are extended and guaranteed to any local government or political subdivision of the state, public educational institutions, other public agencies or authorities with the State of Florida, and other entities approved by the manufacturer to participate in this contract.

Out of state sales are permitted under this contract. All purchasers are bound by their local governing purchasing ordinances, rules and regulations. All awarded vendors are governed by their manufacturer agreements and the Contract Terms and Conditions.

List of Awarded Vendors in Alphabetical Order for FSA20-VEH18.0 Heavy Equipment:

1. ACF Standby Systems, LLC
2. AG-PRO LLC
3. ALAMO GROUP (TX) INC
4. Aljon By C&C Manufacturing
5. Alta Construction Equip. Florida, LLC
6. Ameri-Recreational Sports, LLC
7. Applied Concepts, Inc.
8. ARI Phoenix, Inc.
9. ATMAX Equipment Co
10. Bandit Industries
11. BBA PUMPS
12. Beck Chrysler Dodge Jeep
13. Bush Hog, Inc
14. CDPW, Inc.
15. Certified Lift Installation & Maint. Corp
16. CLARK EQUIPMENT COMPANY
17. Club Car LLC
18. Container Systems & Equip. Co., Inc.
19. Cowin Equipment Company
20. Crimson Technology Products, LLC
21. DeLand Truck Center, Inc.
22. Dobbs Equipment, LLC
23. Doosan Infracore North America LLC
24. Embankscape Equipment LLC
25. Energreen America Inc
26. Environmental Products Group, Inc.
27. Envision Solar International Inc.
28. Everglades Equipment Group
29. Federal Contracts Corp
30. Florida Coast Equipment, Inc.
31. Futch`s Tractor Depot, inc
32. GapVax, Inc.
33. Genset Services, Inc.
34. Glade & Grove Supply Co LLC
35. Great Southern Equipment Co.
36. Green Thumb Palm Beach
37. Holland Pump Company
38. Humdinger Equipment, Ltd.
39. Jeffrey-Allen Inc.
40. JOBBERS EQUIPMENT WAREHOUSE INC
41. K&K Systems, Inc.

List of Awarded Vendors in Alphabetical Order for FSA20-VEH18.0 Heavy Equipment (Continued):

42. Kelly Tractor Co
43. L.J. POWER, Inc.
44. Linder Industrial Machinery
45. McKibben Motorsports LP, Inc
46. McKibben Powersports, Inc
47. Menzi USA Sales, INC.
48. Mersino Dewatering
49. Mid Florida Diesel, Inc
50. MTD Products Company
51. MWI Corporation
52. National Equipment Dealers, LLC
53. Pantropic Power
54. Pat`s Pump & Blower
55. Power & Pumps, Inc.
56. Rechtien International Trucks, Inc.
57. RhinoAg, Inc.
58. RIDGE EQUIPMENT CO., INC.
59. Ring Power Corporation
60. Sewer Equipment Co. of America
61. Southern Sewer Equipment Sales
62. Southern States ToyotaLift
63. STERTIL-KONI USA INC.
64. Striping Service and Supply, Inc.
65. Sun State International Trucks
66. Texas Trailers Sales and Service
67. Thompson Pump & Mfg Co Inc
68. Tom Evans Environmental, Inc.
69. Tradewinds Power Corp.
70. Trucks & Parts of Tampa, LLC
71. Vac-Con, Inc.
72. Vehicle Service Group, LLC.
73. VENTURE PRODUCTS INC.
74. Vermeer Southeast Sales
75. Vetted Security Solutions
76. Warren Equipment Inc
77. Weedoo Greenboat, Inc.
78. Xylem Dewatering Solutions, Inc.
79. Zabatt Power Systems



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk
DATE: 2/10/2022
SUBJECT: Contract for Professional Transportation Engineering Services for the Garden Street Extension

BACKGROUND:

Garden St is a city street south of the High School that connects to Hwy 85. Reike Drive is a county road that connects to Farmer St, a shared city and county road. This project would connect Garden Street and Reike Drive by way of a new roadway.

DISCUSSION:

This project will create a new roadway on parcel 04-3N-23-0000-0025-0110 in north Crestview. It will connect the Library parking lot, Garden Street and Reike Drive. This project would also alter the existing Hwy 85 intersection by adding a new connection on the east side and closing through traffic on Industrial Dr.

A preliminary concept layout has already been done by one of the City's contracted engineering firms, Panhandle Engineering and Construction (PECS). This contract is to bring that conceptual plan to 100% plans ready for permitting, land acquisition, bidding, and construction. The total cost of the design is \$108,660.

GOALS & OBJECTIVES

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

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

Infrastructure- Satisfy current and future infrastructure needs.

Quality of Life- these areas focus on the overall experience provided by the city.

Mobility- Provide safe, efficient and accessible means for mobility.

FINANCIAL IMPACT

The contract price of \$108,660 is eligible to be paid from funding available in 1/2 cent sales tax.

RECOMMENDED ACTION

Staff requests a motion to approve the contract with Panhandle Engineering and Construction (PECS) in the amount of \$108,660.

Attachments

1. City of Crestview Garden St Extension - PECS Proposal 01 13 22
2. SR85 at Garden St - Preliminary Traffic Memo for FDOT

Mr. Wayne Steele
Project Manager
City of Crestview Public Services Department
715 N Ferdon Blvd
Crestview, FL 32536

January 13, 2022

**RE: Garden Street Extension Design Services
Proposed Scope of Services**

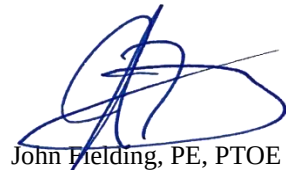
Dear Mr. Steele,

Thank you for the opportunity to provide a proposal for engineering services for the extension of Garden Street within the City of Crestview from State Road (SR) 85 east into the commerce park. Based on the previous analysis prepared for conceptual review by the Florida Department of Transportation (FDOT), we understand the preferred alternative layout to include connections to SR85 at Garden St, the existing north-south road at the Crestview Community Center, and Farmer Street in the east.

Based on our conversations regarding this service, please find attached a proposed scope of services and price proposal document for your review and acceptance. Please review this proposal and scope at your convenience and feel free to contact me anytime with questions.

Thank you again for the opportunity to discuss this location and our services with you.

Sincerely,



John Fielding, PE, PTOE

Project Manager

Panhandle Engineering & Construction, Inc. | PECS

jfielding@pecscorp.com

(850) 526-2291

(850) 819-4207 – cell

cc: Howard Hodge, III, PE (PECS)
William Barber, PE (PECS)

Attachments (1):

- 1- Proposed Scope of Services and Work Authorization

**CITY OF CRESTVIEW PUBLIC SERVICES DEPARTMENT
PROFESSIONAL TRANSPORTATION ENGINEERING SERVICES
GARDEN STREET EXTENSION**

I. Project Description

The intersection of State Road (SR) 85 at Garden Street in Crestview, Florida, is proposed to be expanded. The existing intersection consists of a three-leg, signalized intersection. The proposed modification plans to expand the intersection to include the fourth approach. Based on previous analyses completed, FDOT has provided conceptual approval for the connection and the City desires to prepare engineering documents for the proposed roadway construction.

II. Scope of Services

TASK 1 – ROADWAY DESIGN: PECS will provide transportation engineering services for the proposed roadway layout. This will include all design information typically included for a roadway project and is expected to include the following key items:

- Typical Sections
- Pavement Design
- Drainage structure index
- General notes
- Proposed Roadway Profiles
- Plan and profile layouts of roadway, drainage, and pedestrian facilities
- Roadway cross sections
- Stormwater facilities layouts
- Construction details
- Temporary traffic control plans
- Stormwater pollution prevention plans
- Erosion control plans
- Utility conflict matrix and coordination

Based on the conceptual layout of the roadway network, PECS anticipates the need to provide roadway design for turn lanes on SR85, a realignment of Industrial Drive, and a new layout for the Garden Street extension.

TASK 2 – DRAINAGE & STORMWATER DESIGN: PECS proposes to subcontract drainage and stormwater design services to Alday-Howell Engineering, Inc. (AHE). AHE will provide storm sewer and stormwater treatment calculations and design for collection, conveyance, and treatment of anticipated stormwater runoff from the new roadway in accordance with the City land development code, Northwest Florida Water Management District (NFWFMD) requirements, and other relevant drainage design standards.

Please refer to the attached subconsultant information for further detail.

TASK 3 – SURVEY: PECS proposes to subcontract surveying services to DRMP for topographical and boundary surveying. The information collected will include digital terrain model information for the proposed roadway and stormwater facilities R/W required. Based on conceptual information, the survey is expected to be 3,200' in length and include one pond site location less than 1 acre.

Following approval of the final roadway layout and signal pole locations, legal descriptions for the roadway route and pond site will be prepared. Subsurface utility exploration will be performed for four pole locations following approval from FDOT.

Please refer to the attached subconsultant information for further detail.

TASK 4 – GEOTECHNICAL EXPLORATION: PECS proposes to subcontract geotechnical exploration services to NOVA Engineering, Inc. in order to obtain soil information for the following key areas:

- 20' SPT borings for signal pole locations (4)
- 5' hand auger borings spaced evenly along the proposed corridor for roadbed and water table (5)

- Soil permeability test at pond site (1)
- 15' auger boring at pond site
- Lab work for corrosion series

Please refer to the attached subconsultant information for further detail.

TASK 5 – SIGNALIZATION DESIGN: PECS will provide design services for a box span, concrete strain pole mounted signal system in accordance with the requirements of the Florida Department of Transportation. PECS will coordinate the design with Okaloosa County Traffic Engineering to ensure compatibility with the ATMS system in use on SR85. PECS will prepare all required information for a complete signal system at the SR85/Garden St intersection including connections to the Okaloosa County fiber network, signal layouts, and any necessary temporary signalization measures required for replacement of the existing signal system during construction.

TASK 6 – SIGNING & PAVEMENT MARKING DESIGN: PECS will prepare a complete signing and marking plan for the Garden St extension in accordance with City, FDOT, and MUTCD requirements. All required regulatory and recommended warning signage will be coordinated with the City and indicated in the construction plans.

TASK 7 – STRUCTURAL DESIGN: PECS proposes to subcontract structural design services for the concrete strain poles at the signalized intersection to Ebbstone, Inc. Following pole location approval for the signalized intersection, Ebbstone will provide structural calculations and information required by FDOT for pole design and approval.

Please refer to the attached subconsultant information for further detail.

TASK 8 – PERMITTING: Based on the approved design layouts, PECS will prepare permit applications, exhibits, calculations, and reports necessary for permitting the project through the NFWFMD Environmental Resource Permitting program, US Army Corps of Engineers, and FDOT connection permitting. The permit process will include pre-application meetings with all agencies. Upon receipt of any request for additional information (RAI), PECS will provide responses within ten (10) working days of receipt.

Permit fees are not included in the proposal and will be paid separately by the City directly to the permitting agency.

TASK 9 – BID SERVICES: Upon acceptance of final design plans, PECS will prepare the required front end contract documents, technical specifications, and other information necessary to bid the project in accordance with the City's procurement manual. During the bid process, PECS will provide written responses to any requests for additional information (RAI's) within one week of receipt. Upon receipt of bids, PECS will provide a review for conformance to contract requirements and make a recommendation of award.

III. Deliverables

The development of the design construction plans for this project is expected to follow a typical phased approach with reviews by the City and permitting agencies. As there is no existing roadway alignment, the preliminary design process will establish a proposed alignment and pond siting based on LiDAR information for approval by the City before moving forward with detailed survey information and further design. The proposed design submittal milestones are indicated in the schedule section below along with the disciplines anticipated to be included at each phase.

All deliverables will be provided in DRAFT form for CITY approval prior to any FINAL version or submission to agencies. All documents will be provided in digital, PDF, format and available as a hard copy upon request.

IV. Items to be furnished by City

The CITY shall provide, to the extent practical, the following key information:

1. Designate a City representative as the contract manager and point-of-contact.
2. Contact information for meeting attendees and key stakeholders determined by the CITY.
3. Notarized letter of authorization for PECS to act on behalf of the CITY in permitting.
4. Any other information deemed by the CITY to be relevant in addressing project and permitting requirements.
5. Review and comment of documents within two weeks of receipt of DRAFT submittals.

V. Schedule

Preliminary Design (60%).....	60 days from NTP
- Roadway Design	
- Preliminary Drainage Design & Pond Siting	
Survey	120 days from NTP
- DTM Route Survey	
Geotechnical Exploration.....	120 days from NTP
- Report of Soil Testing	
Permit Design Plans (90%)	150 days from NTP
- Roadway Design 90%	
- Drainage Design 90%	
- Signalization Design 90%	
- Structural Design 90%	
- Signing & Pavement Marking 90%	
Permit Submittals	180 days from NTP
- NWFWMDC ERP Permit	
- USACE Notice of Intent	
- FDOT Connection Permit	
Final Design Plans (100%).....	30 days from receipt of permits
- Roadway Design 100%	
- Drainage Design 100%	
- Signalization Design 100%	
- Structural Design 100%	
- Subsurface Utility Exploration 100%	
- Signing & Pavement Marking 100%	
- R/W Legal Description	
Bid Services	45 days from receipt of permits
- Technical Specifications & Contract Documents	
- Responses to RAI's received	
- Review of bids for lowest responsible bidder	
- Recommendation of award	

VI. Compensation

The services listed above will be provided for a Lump Sum fee billed monthly by percent of completion. The proposed fee is inclusive of reimbursable, non-labor expenses required to produce the deliverables outlined in the scope. Any other deliverables not specifically defined shall be negotiated separately. The following breakdown of the Lump Sum fee is proposed:

- TASK 1	\$29,500
- TASK 2	\$21,000
- TASK 3	\$23,610
- TASK 4	\$3,800
- TASK 5	\$11,500
- TASK 6	\$6,000
- TASK 7	\$8,750
- TASK 8	\$2,500
- TASK 9	\$2,000
TOTAL LUMP SUM FEE	\$108,660

Progress payments shall be made monthly and are due within thirty (30) days of invoice. Any additional services beyond those listed in the scope outlined herein will be negotiated separately and approved by both parties prior to initiating any work.

VII. Other Provisions

The services described in this scope do not include the following work items which are occasionally included in transportation projects of this type:

- Lighting Analysis & Design
- Utility Design
- Landscaping Analysis & Design
- Intelligent Transportation Systems Analysis & Design

These work items are not anticipated for this project but may be negotiated under separate authorization.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in duplicate and sealed on the dates noted below.

**PANHANDLE ENGINEERING &
CONSTRUCTION, INC.**

By: _____

John Fielding, PE

Title: Project Manager

Date: _____

CITY OF CRESTVIEW, FLORIDA

By: _____

Tim Bolduc

Title: City Manager

Date: _____

Attest:

Elizabeth Roy, City Clerk

Approved as to Substance:

By: _____

Wayne Steele, Project Manager

Date: _____



Garden Street Stormwater and Drainage Design
Alday-Howell Engineering, Inc.
Agreement For Professional Engineering Services
08/25/21

Alday-Howell Engineering, Inc., hereinafter called “AHE”, and Panhandle Engineering & Construction Inc. (PECS), hereinafter called “client”, agree as follows:

I. Project Description

The subject project proposes to extend Garden Street across SR 85 and construct approximately 0.58 miles of new Urban Road from SR 85 to Farmer Street. AHE will be responsible for the roadway stormwater and drainage design to provide conveyance, treatment, and attenuation of the runoff from the new roadway. AHE will also be responsible for preparing the stormwater report for client’s submittal to Northwest Florida Water Management District (NFWFMD) for review and approval.

II. Scope of services and estimated fees.

TASK 1 – PRELIMINARY DESIGN: AHE will coordinate with PECS on preparing a preliminary layout of the drainage system and stormwater management system. It will include the location of inlets and manholes for the storm sewer system and a general footprint of the stormwater management facility (or facilities) (SWMF). This work will be based on LiDAR elevation information and is intended to provide a more refined description of land and R/W requirements for coordination with the property owner before proceeding to detailed survey, geotechnical exploration, and permitting design. The following deliverables are anticipated under this task:

- Preliminary drainage and stormwater design plans.
- Preliminary footprint/location of the SWMF(s).
- Preliminary engineer’s opinion of probable construction costs for the stormwater and drainage components.

Upon approval by the client of the preliminary design and receipt of the survey and geotechnical report, AHE will proceed with the permit design.

TASK 2 – PERMIT DESIGN: Based on the approved preliminary design, the detailed survey, and geotechnical exploration report provided, AHE will prepare the stormwater and drainage layout with associated calculations and reports necessary for NFWFMD environmental resource

Contact
Information: 3017 Hwy. 71 North
Marianna, FL 32446
info@aldayhowell.com

Post Office Box 494
Marianna, FL 32447

Ph. (850) 526-2040
Fax. (850) 526-4740

_____ Initials

permitting (ERP) and City of Crestview permitting. The following deliverables are anticipated under this task:

- Layout of the stormwater conveyance system and SWMF with locations (vertical and horizontal) of structures, pipe sizes, and dimensions of the facility.
- Updated engineer's opinion of probable construction costs for the stormwater and drainage components.
- Stormwater design report

TASK 3 – FINAL DESIGN: AHE will provide updated designs reflecting comments received from the permit review agencies and agreed upon resolutions. The deliverables listed in Task 2 will be updated as necessary based upon permit review comments.

TASK 4 – MEETINGS: AHE anticipates participating in a project kick-off meeting with client and a design meeting with client during Task 2.

The listed services provided by AHE will be performed for a **total lump sum fee of \$21,000**. AHE will proceed with the work upon receipt of the fully executed agreement. Services not described above that are to be performed by AHE will be additional and billed at our hourly rates. AHE will not proceed with additional services without prior authorization from the client. Additional services will be based on time spent billed at the following rates:

Principal Engineer	\$200/hr	Professional Engineer	\$135/hr
Civil Engineer	\$85/hr	Engineer Technician II	\$75/hr
Engineer Technician	\$65/hr	Clerical	\$45/hr

III. Items not included.

A. Items that are not included in the proposal may include, but are not limited to the following:

1. Geotechnical, surveying, landscape architecture, architecture, biological, and archeological services except as specified above.
2. Electrical engineering.
3. Meetings with homeowners associations and adjacent property owners.
4. Request for services by the client that are not specifically described in the above services.
5. Request from governmental agencies which requires services not described in the Scope of Services.
6. Services associated with the permitting, design, and coordination of off-site utility extensions except as specifically described in the above task.
7. Services associated with FEMA Floodplain mapping and permitting.
8. Services during construction.
9. Services required due to changes in codes and regulations that occur after the date of this proposal.
10. Service required for an off-site turn lane design and permitting that may arise as a condition of traffic approval.
11. Services associated with retaining wall design and permitting.

_____ Initials

12. FDEP and/or COE dredge and fill permitting except as indicated in the Scope of Services.
13. Sewage treatment plants and sewage pumping stations.
14. Consumptive Use/Well permitting with NFWFMD.
15. As-built survey.
16. Permitting fees. **(Client will be responsible for paying all permit fees directly to the permit authority at the time of submittal.)**

IV. Reimbursables.

- A. Reimbursable cost not included in the lump sum fee or hourly rate may include, but are not limited to the following out-of-pocket expenses which shall be charged at actual cost:
 1. Delivery cost.
 2. Local travel not to exceed 42 cents per mile.
 3. Permit fees.
 4. Printing, plotting, and reproduction costs.
 5. Material and supplies cost unique to the project.

V. Terms and Conditions.

- A. An invoice will be submitted monthly for work based on percent of tasks complete. Payment shall be received within 15 days of client's receipt of invoice. Payment not received by the due date will accrue interest at a monthly rate of 1.5%. AHE reserves the right to stop work on the project until full payment is made on the outstanding invoices. In the event any portion of an account remains unpaid 90 days after the billing, AHE may institute collection action and Client shall pay all costs of collection, including reasonable attorney's fees.
- B. The proposed project is contingent upon government approval. AHE cannot guarantee any approvals by the federal, state, or local agencies and is not responsible for their actions or consequences that may arise as a part of the project's review by government agencies.
- C. Either party may terminate this agreement by providing seven days written notice. The client shall pay AHE for work completed up to the date of termination. If a dispute arises out of or relates to this contract, or the breach thereof, and if said dispute cannot be settled through direct discussion between the parties, then the parties agree to first endeavor to settle the dispute in an amicable manner by mediation before having recourse to arbitration or a judicial forum.
- D. In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expertwitness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$ 21,000, or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

_____ Initials

- E. The Client shall, to the fullest extent permitted by law, indemnify and hold harmless AHE, it's officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the services under this agreement, excepting only those damages, liabilities or costs attributed to the sole negligence or willful misconduct of AHE.
- F. Unless otherwise stated, AHE will have access to the site for activities necessary for the performance of the services. AHE will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.
- G. All opinions and conclusions of AHE, whether written or oral, and any plans, specifications or other documents and services provided by AHE are for the sole use and benefit of the client and are not to be provided to any other person or entity without the prior written consent of AHE. Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of any third party against either AHE or Client. All documents produced by AHE under this agreement are instruments of AHE's professional service and shall remain the property of AHE and may not be used by the Client for any other purpose without the prior written consent of AHE.
- H. AHE agrees to attempt to maintain professional liability coverage in the amount of \$1,000,000 per claim and \$1,000,000 in the annual aggregate for the period of design and construction of the Project and for a period of three years following substantial completion, if such coverage is reasonably available at commercially affordable premiums. For the purposes of this Agreement, *reasonably available* shall mean that the Consultant can secure at least three premium quotes for comparable coverage by admitted, [\[1\]](#) A.M. Best Co. [\[2\]](#) A-rated carriers. *Commercially affordable* shall mean the rate per \$1000 of fees is no more than a multiple of three times the rate being paid for comparable coverage in place when this agreement was executed.
- I. AHE represents and warrants that it and its agents, staff and consultants employed by it are protected by worker's compensation insurance and that AHE has such coverage under public liability and property damage insurance policies which AHE deems to be adequate and in line with other professional service firms currently practicing under similar conditions. Certificates for such policies of insurance shall be provided to client upon request in writing. Additional insurance, if requested in writing by client prior to commencement of services, will be obtained by AHE, if procurable, and charged to the client.
- J. This proposal shall be considered null and void if not signed by client and received by AHE within 30 days from the date of this letter.

We would appreciate the opportunity to provide these professional engineering services and are thankful for the opportunity to submit this proposal. Upon receiving the signed agreement, AHE will proceed with the project as proposed.

_____ Initials

In witness whereof, this agreement is accepted on the date last written below, subject to the terms and conditions stated and the provisions set forth herein.

Client:

For: PECS

Address: _____

Signed: _____

Typed Name: _____

Title: _____

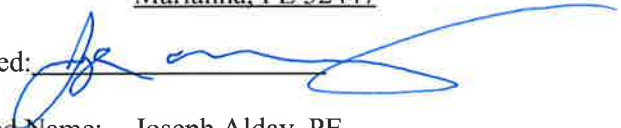
Date: _____

Consultant:

Alday-Howell Engineering, Inc.

Address: Post Office Box 494

Marianna, FL 32447

Signed:  _____

Typed Name: Joseph Alday, PE

Title: Principal

Date: 8-25-21

_____ Initials

PRINCIPALS

Lawrence L. Smith, Jr.
Wayne D. Chalifoux
Donaldson K. Barton, Jr.
Glenn J. Lusink
Jon S. Meadows
Mark D. Prochak
Mark E. Puckett

September 1, 2021

DRMP Job #:2C-MKTG.CPY

SENT VIA EMAIL: jfielding@pecscorp.com

John Fielding, PE
Panhandle Engineering and Construction, Inc.
4277 Lafayette Street
Marianna, FL 32446

Subject: Survey Services for Garden Street Design, City of Crestview

DRMP is submitting the following proposal for Surveying Services on the above subject property.

PART I TOPOGRAPHIC SITE SURVEY

DRMP will provide a topographic survey for the proposed roadway routes and one pond site, in order to facilitate engineering design. The Site Survey will be prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Tasks for the topographic survey will include the establishment of no fewer than two site benchmarks. All vertical data (elevations) will be referenced to the North American Vertical Datum of 1988 (NAVD88) relative to surrounding published benchmarks. The survey will include boundary corner ties to delineate limits of construction and/or constrain proposed right-of-way lines and to provide basis for legal descriptions, a digital terrain model, the project limits including tie-in areas to existing roadways.

DRMP will provide electronic base files in Civil3d or Microstation and up to three (3) signed and sealed paper copies, if needed.

DRMP's Lump Sum Fee: \$ 15,000.00

PART II SUE SERVICES

DRMP will provide mast arm clearances for four (4) proposed mast arms at the intersection of Garden Street and SR 85. Providing the clearance holes will entail requesting a dig ticket through Sunshine 811, staking the proposed location, and vacuum excavating trenches two feet larger than the proposed mast arm diameter. Any conflicts will result in a call to the EOR for direction to move the original proposed location. Final hole locations will be included upon the topographic survey and a clearance hole report will be submitted for each pole.

DRMP's Lump Sum Fee: \$ 6,330.00

PART III LEGAL DESCRIPTIONS

DRMP will provide legal descriptions for the proposed roadway routes and a pond site. The descriptions will be written to adequately convey the property, based on controlling land corners found during the course of field surveys. The descriptions can be furnished with or without a sketch and in a Word document.

DRMP's Lump Sum Fee: \$ 2,280.00

If PECS desires to change or expand upon these proposed services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to commencing the additional work, and may be necessary for any of the following services which are not a part of this contract:

OFFICES

Boca Raton, Florida
Cary, North Carolina
Charlotte, North Carolina
Chipley, Florida
Fort Myers, Florida
Gainesville, Florida
Jacksonville, Florida
Lakeland, Florida
Melbourne, Florida
Mooresville, North Carolina
Orlando, Florida
Panama City, Florida
Pensacola, Florida
Stockbridge, Georgia
Tallahassee, Florida
Tampa, Florida

1.833.811.3767
www.DRMP.com



Locating and/or flagging Flood Zone Line or Normal High Water Line (NHWL), tidal records, or locating '0' or specific elevations, Research and ordering additional Maps, Records or Materials necessary for completing these specified tasks; client-imposed requirements not covered herein; Additional Certifications or Affidavits not specified herein; Tree Location; Elevation Certifications; Wetland Delineation or Location; sub-surface Excavation or Underground Utility Location; Extensive Title Review and Plotting of Easements; Offsite Surveys or Sketches; Vertical Topographic information unless outlined in this proposal; Requests by Third Parties (Buyer's Attorney, Seller's Attorney, Lender or Lender's Counsel, Real Estate Agents, Title Company Personnel, etc.) for additions, deletions or revisions to be made to the survey drawings or maps before or after initial submittal to client; Additional Meetings and Errands not covered herein which are necessary to complete these specified tasks; Client-Authorized on-site instruction given to field crew for extra field work not covered herein; Client-approved overtime; Additional ALTA Table A Items.

PART IV SCHEDULE

DRMP will provide Boundary and Topographic Survey on the subject properties within ten (10) working days after receipt of your executed Notice to Proceed (NTP). This does not apply if extensive title work is involved, extensive certification requirements are needed, or if an ALTA/ACSM Survey is required.

PART V COMPENSATION SUMMARY AND TERMS

The following summarizes the fees and billing terms as proposed by DRMP for the Scope of Services as presented herein.

Part	Description	Terms	Fee
I	Topographic Survey	Lump Sum Fee	\$ 15,000.00
II	SUE Services	Lump Sum Fee	\$ 6,330.00
III	Legal Descriptions	Lump Sum Fee	\$ 2,280.00
		Total	\$ 23,610.00

We sincerely appreciate this opportunity to provide professional services for this project. Please sign where indicated and return, via email, one (1) copy to our office to constitute our Notice to Proceed. Please complete the last page of the attached Exhibit "B". If you have any questions regarding this proposal, please contact me at jlance@drmp.com or by phone.

Sincerely,
DRMP, Inc.

9-1-21

Jeffrey R. Lance, PSM Date
Survey Manager

This Scope of Services and Fee Schedule as authorized above is hereby accepted by:

PECS

John Fielding, PE Date
Project Manager

Attachment(s): Exhibit "B" – Conditions of Agreement

August 31, 2021

John C. Fielding, P.E., PTOE
Project Manager
Panhandle Engineering & Construction, Inc.
4277 Lafayette Street
Marianna, FL 32446

Re: SR 85 and Garden Street Intersection
Strain Pole Proposal

Dear Mr. Fielding,

Ebbstone, Inc. is pleased to provide Panhandle Engineering & Construction, Inc. (PECS) with this proposal for engineering services on the above referenced project. Ebbstone offers the following scope of services:

SCOPE OF SERVICES

TASK 1 – Strain Pole Structural Design and Plans

Ebbstone will provide a Concrete Strain Pole Data Sheet with Concrete Strain Pole Schedule for four strain poles in a box span configuration. The structural design and data table will be in accordance with the Florida Department of Transportation's (FDOT) Standard Plans Index 641-010 Concrete Poles, and Instructions for Design Standards, current version. Ebbstone will have one Engineer conduct a site visit at the proposed pole locations.

Task 1 Deliverable: The deliverable will be 11" x 17" plan sheets and Structural Calculations, in pdf format. A 90% pdf copy of the Concrete Strain Pole Data Sheet and Structural Calculations will be sent to PECS for review. A 100% pdf copy of the Concrete Strain Pole Data Sheet and Structural Calculations will be sent to PECS after incorporating 90% comments. After any 100% comments have been resolved, the final submittal will include the digitally signed and sealed Concrete Strain Pole Data Sheet in 11" x 17" pdf format and Structural Calculations in pdf format.

EXCLUSIONS

The professional services that Ebbstone will provide are limited to those described above in the Scope of Services. All other services are specifically excluded, and may include, but are not limited to, the following:

- Signal Design
- Roadway Design
- Utility Coordination
- Coordination and/or permitting with FDOT for strain poles
- Pay item list
- Contractor Request for Additional information
- Site Engineering
- Permit fees
- Site visits
- Inspections

- Survey
- Hard Copy of Plans
- Cost Comparisons, Cost Estimates
- Calculations Submittals
- Meetings
- Structural Engineering unless otherwise stated in this proposal

TO BE PROVIDED BY THE CLIENT

- Signal Plans in FDOT Format
- Proposed signal locations
- Existing and proposed ground elevations at the roads and strain pole location
- Roadway Plans
- Geotechnical Report with recommendations for the strain pole design

METHOD OF COMPENSATION

Payment for the work accomplished shall be billed monthly upon the percentage completed of each task according to the following:

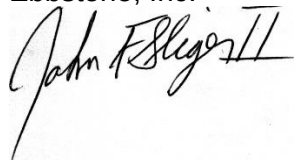
<u>TASK 1 – Strain Pole Structural Design and Plans</u>	<u>\$8,750.00</u>
SUBTOTAL	\$8,750.00

Fees for the performance of the tasks as outlined above shall be in the total lump sum amount of **\$8,750.00**. Fees include all labor and out-of-pocket expenses for the engineering services described above. Fees shall be invoiced monthly based on services performed.

This proposal is valid until September 31, 2020, at which time it may be subject to negotiation.

If you have any questions or need additional information, please give me a call. We appreciate your consideration of Ebbstone for this project and we look forward to working with you on this and future projects.

Sincerely,
Ebbstone, Inc.



John F. Sliger, II, P.E.
President

Accepted By:
Panhandle Engineering & Construction, Inc.

John C. Fielding, P.E., PTOE
Project Manager

John Fielding

From: John Fielding
Sent: Thursday, September 2, 2021 7:48 AM
To: John Fielding
Subject: FW: City of Crestview - Garden Street Design

Hi John!

Scope (provided by you):

- 20' SPT borings for signal pole locations (4)
- 5' hand auger borings spaced evenly along the proposed corridor for roadbed and water table (5)
- Soil permeability test at pond site (1)
- ONE MORE SCOPE ITEM – we need an auger boring to 15' in the pond site or the permeability data will be useless (1)
- LAB WORK NEEDED PAST LAB PERM ABOVE – corrosion series for the mast arms (budgeting 2 but boring results will dictate this), wash 200 (8), water content (8)

Fee to get it done:

- \$3,800

Let me know when you need a formal proposal to sign and I will get it over to you.

Sue – save this email for now, and I will forward the attachments as well.

Thanks,

WILLIAM L. LAWRENCE, P.E.
Senior Regional Engineer

850.356.3904 (direct/mobile)

Unless indicated otherwise, the information contained in this message is privileged and confidential, and is intended only for information or the use of the addressee(s) named above and others who have been specifically authorized to receive it. If this correspondence, including attachment(s), contains NOVA Work Products such as reports, test results, recommendations and/or conclusions, anyone receiving this information beyond our Client (who has entered into contract with NOVA), cannot rely on said Work Product and said Work Product is being provided for informational purposes only. Reliance upon or use of said Work Product is at user's sole and complete risk. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message and/or attachments is strictly prohibited. The company accepts no liability for any damage caused by any virus transmitted by this email. Furthermore, the company does not warrant a proper and complete transmission of this information, nor does it accept liability for any delays. If you have received this message in error, please contact the sender and delete the message. Thank you.



Memorandum

To: Brian Pettis, FDOT District Three

From: John Fielding, PE, PTOE

Email: jfielding@pecscorp.com

Date: 06/11/2021

Phone: (850) 819-4207

Ref: SR85 at Garden St Intersection

Subject: Site Trip Generation for Garden Street Extension

Brian,

Per our conversation yesterday regarding the potential development of the Crestview Commerce Park site, it is our understanding that a fast-food restaurant and service station are planned for imminent development with the potential for further expansion in the future on the remaining acreage currently undeveloped. PECS has prepared an estimate of the likely traffic to be generated by these two developments based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th Edition. Since definite building sizes are not known at this time, nearby recent development has been used to estimate the likely sizes of each individual development. The following sites were used for comparative analysis:

- Land Use Code 934 (Fast Food Restaurant w/ Drive Thru) Site: Development potential was based on the Chick-fil-a site located on Mirage Avenue. This site includes a 7,647 SF building (5,406 heated and cooled) with a dual drive-thru facility.
- Land Use Code 945 (Service Station w/ Convenience Market) Site: Development potential was based on the CEFCO Convenience Store located on SR85 at the Stillwell Blvd intersection. This site includes a 9,125 SF building (5,000 heated and cooled) with twelve (12) fueling positions. Fueling positions was used as the variable for estimating trip generation since there are more ITE study sites based on fueling positions than building size.

Each of these sites is anticipated to be developed on parcels approximately two (2) acres in size. Based on the undeveloped parcels (04-3N-1840-0010-0010 and 04-3N-23-0000-0025-0110), there is 26.6 acres of developable land within the southern portion of the site generally bounded on the north by Airport Rd, on the east by Farmers St, on the south by Fourth Ave and residential development, and on the west by Industrial Dr and SR85. The remaining 22.6 acres of developable land was not analyzed at this time. Based on these assumptions, the below potential traffic was estimated:

Description/ITE Code	Units	Expected Units	Generated Trips			Trip Distribution			
			Daily	AM Hour	PM Hour	AM In	AM Out	PM In	PM Out
Fast Food with Drive Thru 934	KSF ²	7.7	3,626	392	395	204	188	202	194
Serv.Station w/ Conven.Mkt 945	Fuel Position	12.0	2,464	164	190	82	82	95	95
Totals			6,091	556	586	286	270	297	289



Land use code data sheets from ITE Trip Generation Manual, 10th Edition are included as supporting documentation in the Attachments.

Traffic counts were taken at the Garden Street intersection on Thursday, February 18, 2021 from 6:00 AM to 8:00 PM. The count occurred during normal school operations and outside of holiday periods. Note that traffic volumes and distributions are impacted by the ongoing coronavirus conditions; however, the data collection period is a normal, average period under current circumstances. The peak periods were determined to be from 6:30 AM to 7:30 AM and from 1:30 to 2:30 PM. Because of the school interaction with Garden St, school periods were observed to have a heavy influence on traffic patterns at this intersection. This traffic was considered to be the existing condition for analysis.

Project traffic for the new approach was distributed onto SR85 and Garden St by manually methods following the existing distribution of traffic. This information was compiled into projected turning movement count charts which demonstrate the present-day traffic, background growth of traffic, project traffic, and total traffic at “opening year”. These worksheets are included in the Attachments for reference.

Based on the existing distributions of traffic and the anticipated trip generation of the site, there are several recommended considerations as follows:

- The Garden St eastbound approach currently includes both dedicated right- and left-turn lanes. The left turn lane sees more usage during peak hours and serves traffic generally consistent with a single dedicated left turn lane operating a protected/permissive phase. For this reason, consideration should be given to assigning the new thru movement to a shared use designation with the existing right turn lane.
- State Road 85 southbound will require a dedicated left turn storage lane for anticipated site intake traffic.
- A brief analysis of signalized conditions at this intersection including the Garden St extension indicates that a northbound right turn lane at the intersection would improve intersection delay by 1.9 s/veh in the PM Peak for the whole intersection and improve northbound delay by 4.9 s/veh.
- The Garden Street extension westbound approach should include a thru/right lane with a dedicated left turn lane.

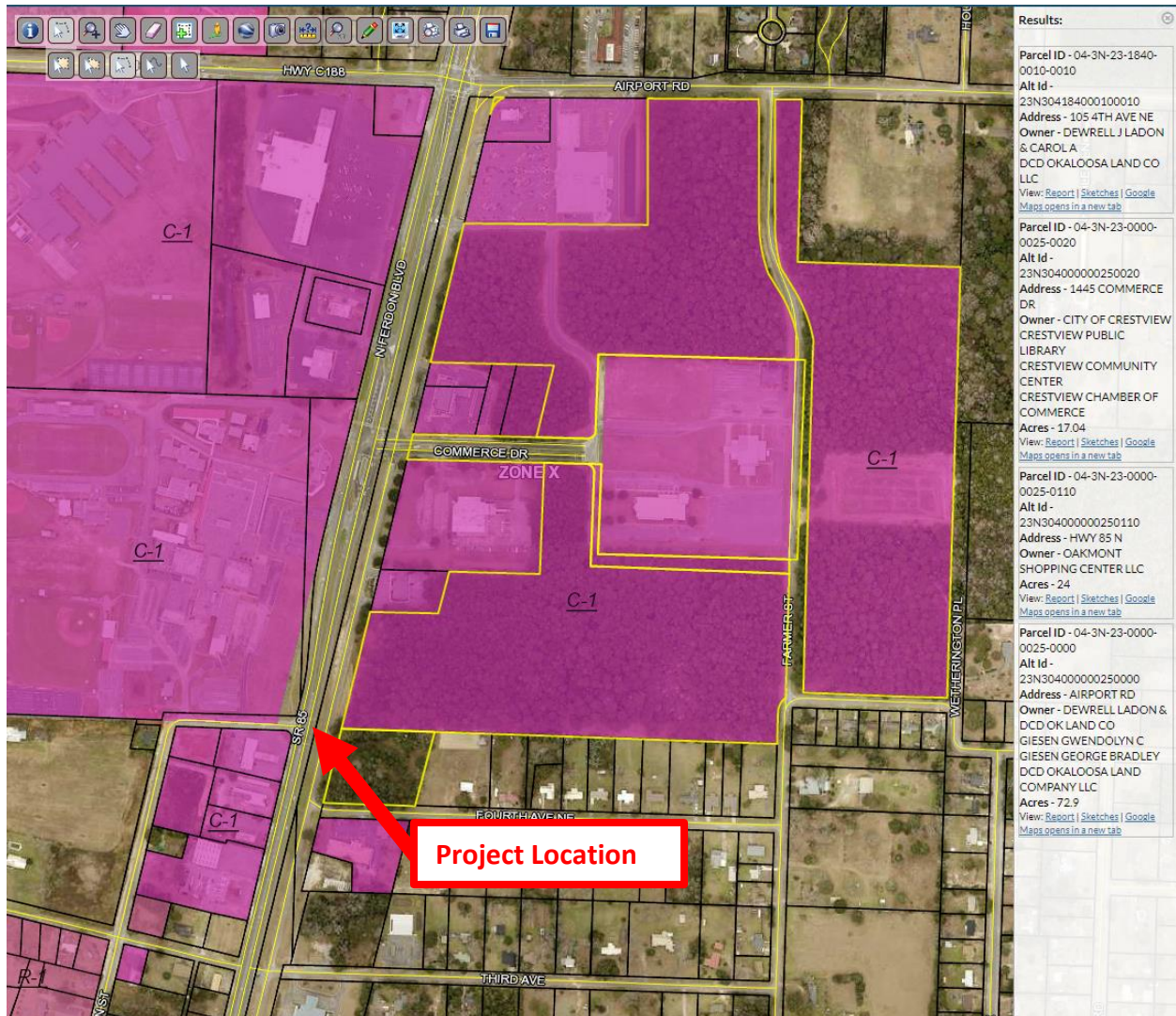
Please review this information and the attachments and let me know if you have any comments or would like to set up an opportunity to discuss. We appreciate your review of this conceptual information and any information on what steps the Department will require on establishing the fourth leg connection.

Sincerely,

John Fielding, PE, PTOE
jfielding@pecscorp.com
(850) 819-4207, cell

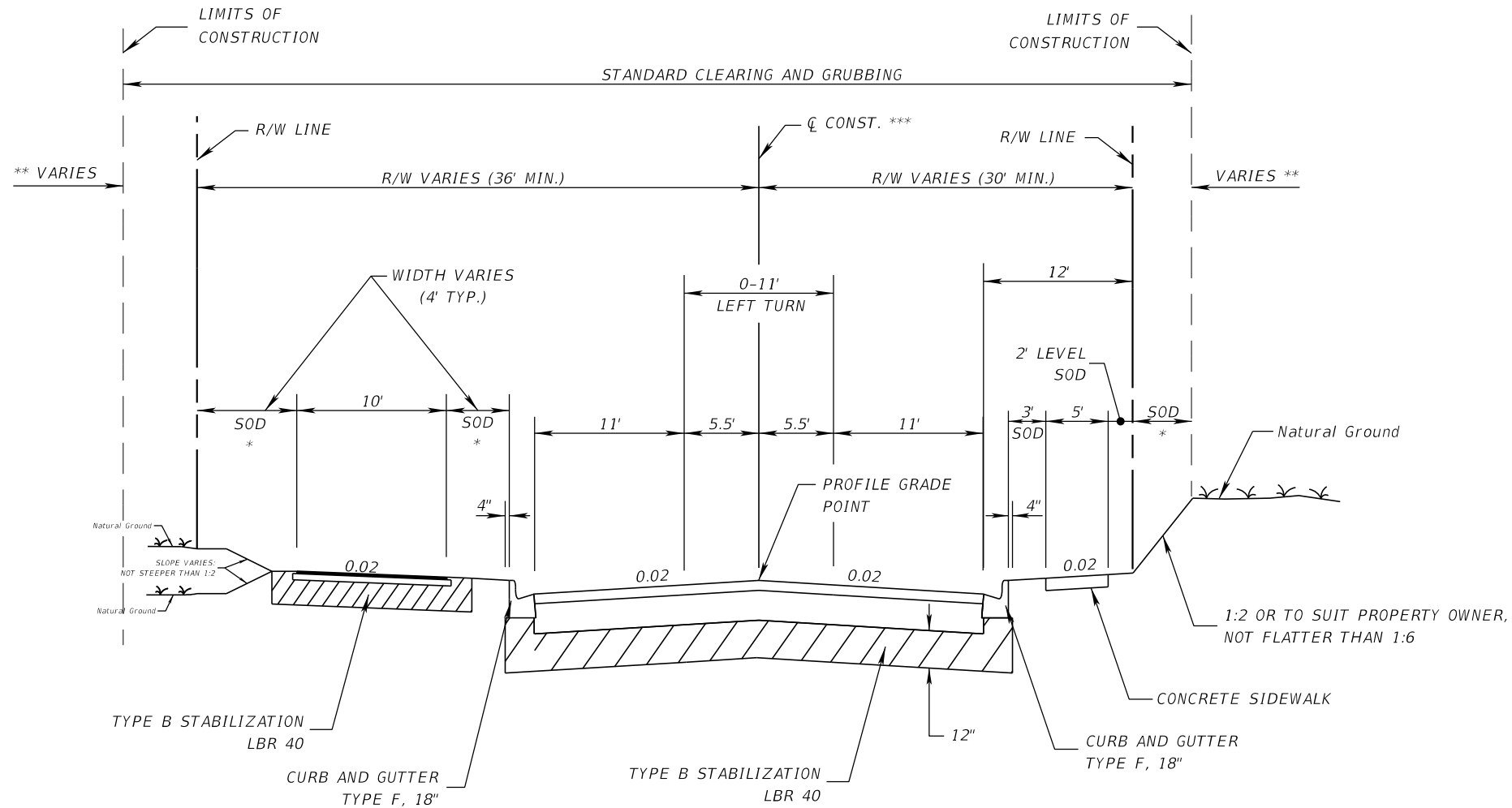
Attachments

Project Parcel Location Map





Conceptual Layout of Intersection



TYPICAL SECTION
GARDEN STREET EXTENSION

TRAFFIC DATA

CURRENT YEAR = 2021 AADT = 0
ESTIMATED OPENING YEAR = 2022 AADT = 1500
ESTIMATED DESIGN YEAR = 2042 AADT = 6500
K = 9 % D = 56% T = 7 % (24 HOUR)
DESIGN HOUR T = 10%
DESIGN SPEED = 25 MPH

NEW CONSTRUCTION

OPTIONAL BASE GROUP 8 WITH
TYPE SP STRUCTURAL COURSE (TRAFFIC C) (3")

PATH

OPTIONAL BASE GROUP 1 WITH
TYPE SP STRUCTURAL COURSE (TRAFFIC A) (1.5")

REVISIONS				JOHN FIELDING, P.E., PTOE P.E. LICENSE NUMBER 79082 PANHANDLE ENGINEERING & CONSTRUCTION 4277 LAFAYETTE STREET MARIANNA, FL 32446	CITY OF CRESTVIEW DEPARTMENT OF PUBLIC SERVICES			GARDEN STREET EXTENSION CONCEPT TYPICAL SECTION	SHEET NO. 1 Page 104 of 398
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY			
					GARDEN	OKALOOSA			



REVISIONS				JOHN FIELDING, P.E., PTOE P.E. LICENSE NUMBER 79082 PANHANDLE ENGINEERING & CONSTRUCTION 4277 LAFAYETTE STREET MARIANNA, FL 32446	CITY OF CRESTVIEW DEPARTMENT OF PUBLIC SERVICES			SR85 AT GARDEN STREET INTERSECTION CONCEPT		SHEET NO.	
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY				Page 105 of 398	
					GARDEN	OKALOOSA					



REVISIONS				JOHN FIELDING, P.E., PTOE P.E. LICENSE NUMBER 79082 PANHANDLE ENGINEERING & CONSTRUCTION 4277 LAFAYETTE STREET MARIANNA, FL 32446	CITY OF CRESTVIEW DEPARTMENT OF PUBLIC SERVICES			SR85 AT GARDEN STREET PLANNED NETWORK		SHEET NO.	
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY				3 Page 106 of 398	
					GARDEN	OKALOOSA					



Existing Turning Movement Counts

Southern Traffic Services, Inc.

2911 Westfield Rd
Gulf Breeze, Florida, 32563

Traffic is our only Business!!!

SR85 @ Garden St
Crestview, Florida

File Name : 21034-1 SR85 @ Garden St
Site Code : 21034-1
Start Date : 2/18/2021
Page No : 1

Groups Printed- Automobiles - Trucks - Buses

Start Time	SR85 Southbound				Blank Westbound				SR85 Northbound				Garden St Eastbound				Int. Total
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
06:00	0	191	6	0	0	0	0	0	5	62	0	0	2	0	0	0	266
06:15	0	198	26	0	0	0	0	0	19	107	0	0	1	0	5	0	356
06:30	0	243	49	0	0	0	0	0	50	123	0	0	9	0	10	0	484
06:45	0	382	84	0	0	0	0	0	33	121	0	0	29	0	22	0	671
Total	0	1014	165	0	0	0	0	0	107	413	0	0	41	0	37	0	1777
07:00	0	296	14	0	0	0	0	0	2	89	0	0	18	0	3	0	422
07:15	0	288	6	0	0	0	0	0	0	116	0	0	22	0	0	1	433
07:30	0	289	2	0	0	0	0	0	1	111	0	0	12	0	1	0	416
07:45	0	281	3	0	0	0	0	0	14	129	0	0	3	0	2	1	433
Total	0	1154	25	0	0	0	0	0	17	445	0	0	55	0	6	2	1704
08:00	0	263	2	0	0	0	0	0	1	144	0	0	5	0	1	0	416
08:15	0	288	5	0	0	0	0	0	6	148	0	0	4	0	0	0	451
08:30	0	257	17	0	0	0	0	0	17	149	0	0	10	0	0	0	450
08:45	0	265	3	0	0	0	0	0	3	161	0	0	12	0	3	1	448
Total	0	1073	27	0	0	0	0	0	27	602	0	0	31	0	4	1	1765
09:00	0	233	6	0	0	0	0	0	3	144	0	0	12	0	0	0	398
09:15	0	220	6	0	0	0	0	0	3	167	0	0	8	0	3	0	407
09:30	0	218	5	0	0	0	0	0	1	159	0	0	5	0	3	0	391
09:45	0	198	2	0	0	0	0	0	1	185	0	0	8	0	1	0	395
Total	0	869	19	0	0	0	0	0	8	655	0	0	33	0	7	0	1591
10:00	0	191	4	0	0	0	0	0	2	162	0	0	2	0	0	0	361
10:15	0	200	5	0	0	0	0	0	3	158	0	0	8	0	5	0	379
10:30	0	212	4	0	0	0	0	0	1	163	0	0	13	0	13	0	406
10:45	0	226	9	0	0	0	0	0	3	199	0	0	11	0	2	0	450
Total	0	829	22	0	0	0	0	0	9	682	0	0	34	0	20	0	1596
11:00	0	219	3	0	0	0	0	0	1	166	0	0	14	0	3	0	406
11:15	0	208	8	0	0	0	0	0	1	172	0	0	10	0	2	0	401
11:30	0	231	11	0	0	0	0	0	3	203	0	0	10	0	3	0	461
11:45	0	201	2	0	0	0	0	0	1	175	0	0	10	0	4	0	393
Total	0	859	24	0	0	0	0	0	6	716	0	0	44	0	12	0	1661
12:00	0	206	2	0	0	0	0	0	2	199	0	0	15	0	2	0	426
12:15	0	234	8	0	0	0	0	0	6	227	0	0	23	0	13	0	511
12:30	0	209	9	0	0	0	0	0	5	202	0	0	16	0	4	0	445
12:45	0	198	5	0	0	0	0	0	4	249	0	0	28	0	19	0	503
Total	0	847	24	0	0	0	0	0	17	877	0	0	82	0	38	0	1885
13:00	0	214	9	0	0	0	0	0	3	232	0	0	17	0	0	0	475
13:15	0	222	20	0	0	0	0	0	9	237	0	0	20	0	3	0	511
13:30	0	282	25	0	0	0	0	0	10	232	0	0	47	0	38	1	635
13:45	0	255	13	0	0	0	0	0	3	237	0	0	52	0	40	0	600
Total	0	973	67	0	0	0	0	0	25	938	0	0	136	0	81	1	2221
14:00	0	256	11	0	0	0	0	0	2	245	0	0	36	0	16	0	566
14:15	0	241	5	0	0	0	0	0	0	269	0	0	44	0	5	0	564
14:30	0	262	6	0	0	0	0	0	2	234	0	0	15	0	13	0	532
14:45	0	217	8	0	0	0	0	0	6	249	0	0	17	0	7	1	505
Total	0	976	30	0	0	0	0	0	10	997	0	0	112	0	41	1	2167

Southern Traffic Services, Inc.

2911 Westfield Rd
Gulf Breeze, Florida, 32563

Traffic is our only Business!!!

SR85 @ Garden St
Crestview, Florida

File Name : 21034-1 SR85 @ Garden St
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Groups Printed- Automobiles - Trucks - Buses

	SR85 Southbound				Blank Westbound				SR85 Northbound				Garden St Eastbound				
Start Time	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Int. Total
15:00	0	207	2	0	0	0	0	0	3	245	0	0	27	0	11	0	495
15:15	0	219	4	0	0	0	0	0	8	248	0	0	23	0	6	0	508
15:30	0	217	5	0	0	0	0	0	10	291	0	0	28	0	22	0	573
15:45	0	240	9	0	0	0	0	0	12	296	0	0	26	0	12	0	595
Total	0	883	20	0	0	0	0	0	33	1080	0	0	104	0	51	0	2171
16:00	0	208	8	0	0	0	0	0	5	255	0	0	20	0	14	0	510
16:15	0	190	11	0	0	0	0	0	2	309	0	0	16	0	8	0	536
16:30	0	237	4	0	0	0	0	0	3	326	0	0	19	0	4	0	593
16:45	0	188	6	0	0	0	0	0	0	265	0	0	21	0	1	0	481
Total	0	823	29	0	0	0	0	0	10	1155	0	0	76	0	27	0	2120
17:00	0	172	4	0	0	0	0	0	0	342	0	0	25	0	3	0	546
17:15	0	195	2	0	0	0	0	0	0	281	0	0	22	0	2	0	502
17:30	0	176	8	0	0	0	0	0	1	310	0	0	18	0	3	0	516
17:45	0	176	6	0	0	0	0	0	6	275	0	0	15	0	4	2	484
Total	0	719	20	0	0	0	0	0	7	1208	0	0	80	0	12	2	2048
18:00	0	155	8	0	0	0	0	0	3	228	0	0	13	0	7	0	414
18:15	0	125	1	0	0	0	0	0	1	226	0	0	11	0	3	0	367
18:30	0	114	6	0	0	0	0	0	5	236	0	0	7	0	3	0	371
18:45	0	97	3	0	0	0	0	0	1	179	0	0	9	0	2	0	291
Total	0	491	18	0	0	0	0	0	10	869	0	0	40	0	15	0	1443
19:00	0	116	5	0	0	0	0	0	0	171	0	0	12	0	1	0	305
19:15	0	85	4	0	0	0	0	0	2	152	0	0	6	0	2	0	251
19:30	0	86	6	0	0	0	0	0	0	148	0	0	7	0	7	0	254
19:45	0	63	4	0	0	0	0	0	1	130	0	0	8	0	5	0	211
Total	0	350	19	0	0	0	0	0	3	601	0	0	33	0	15	0	1021
Grand Total	0	11860	509	0	0	0	0	0	289	11238	0	0	901	0	366	7	25170
Apprch %	0	95.9	4.1	0	0	0	0	0	2.5	97.5	0	0	70.7	0	28.7	0.5	
Total %	0	47.1	2	0	0	0	0	0	1.1	44.6	0	0	3.6	0	1.5	0	
Automobiles	0	11552	501	0	0	0	0	0	286	10927	0	0	887	0	366	7	24526
% Automobiles	0	97.4	98.4	0	0	0	0	0	99	97.2	0	0	98.4	0	100	100	97.4
Trucks	0	226	5	0	0	0	0	0	1	226	0	0	2	0	0	0	460
% Trucks	0	1.9	1	0	0	0	0	0	0.3	2	0	0	0.2	0	0	0	1.8
Buses	0	82	3	0	0	0	0	0	2	85	0	0	12	0	0	0	184
% Buses	0	0.7	0.6	0	0	0	0	0	0.7	0.8	0	0	1.3	0	0	0	0.7

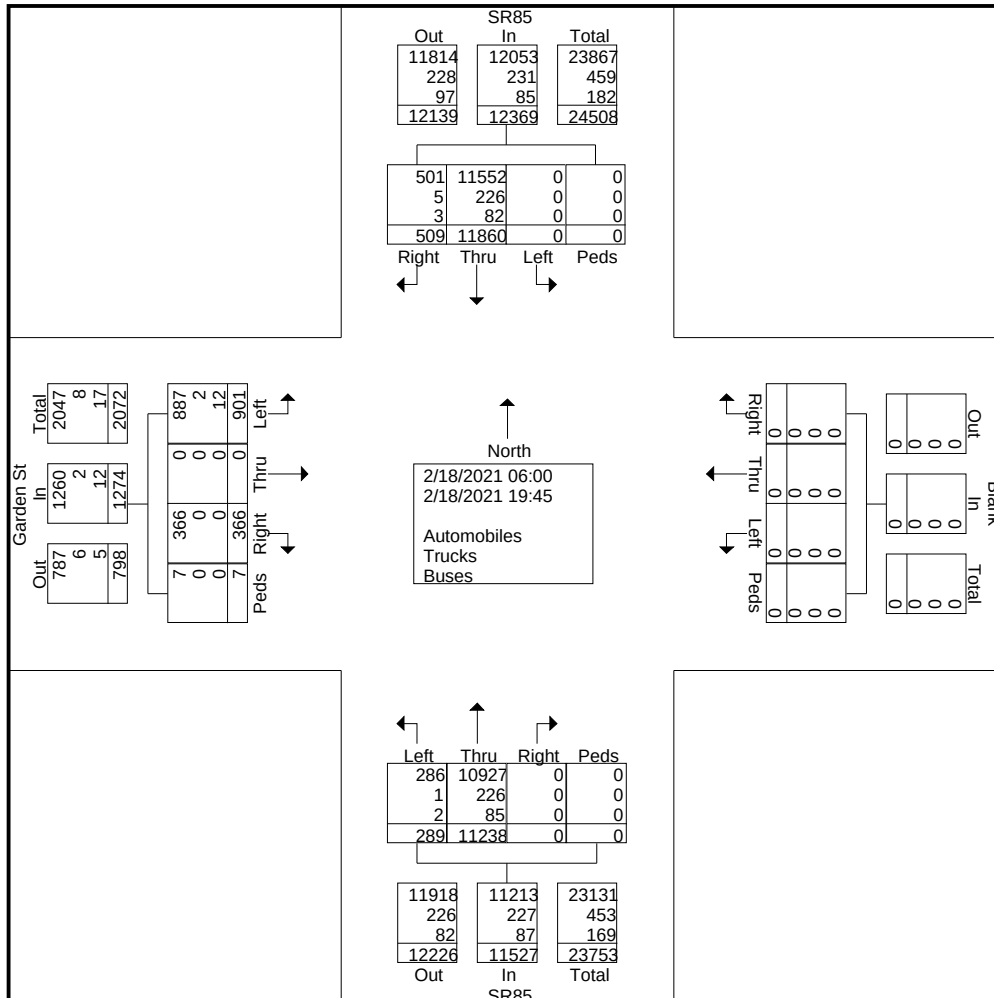
Southern Traffic Services, Inc.

2911 Westfield Rd
Gulf Breeze, Florida, 32563

Traffic is our only Business!!!

SR85 @ Garden St
Crestview, Florida

File Name : 21034-1 SR85 @ Garden St
Site Code : 21034-1
Start Date : 2/18/2021
Page No : 3



Southern Traffic Services, Inc.

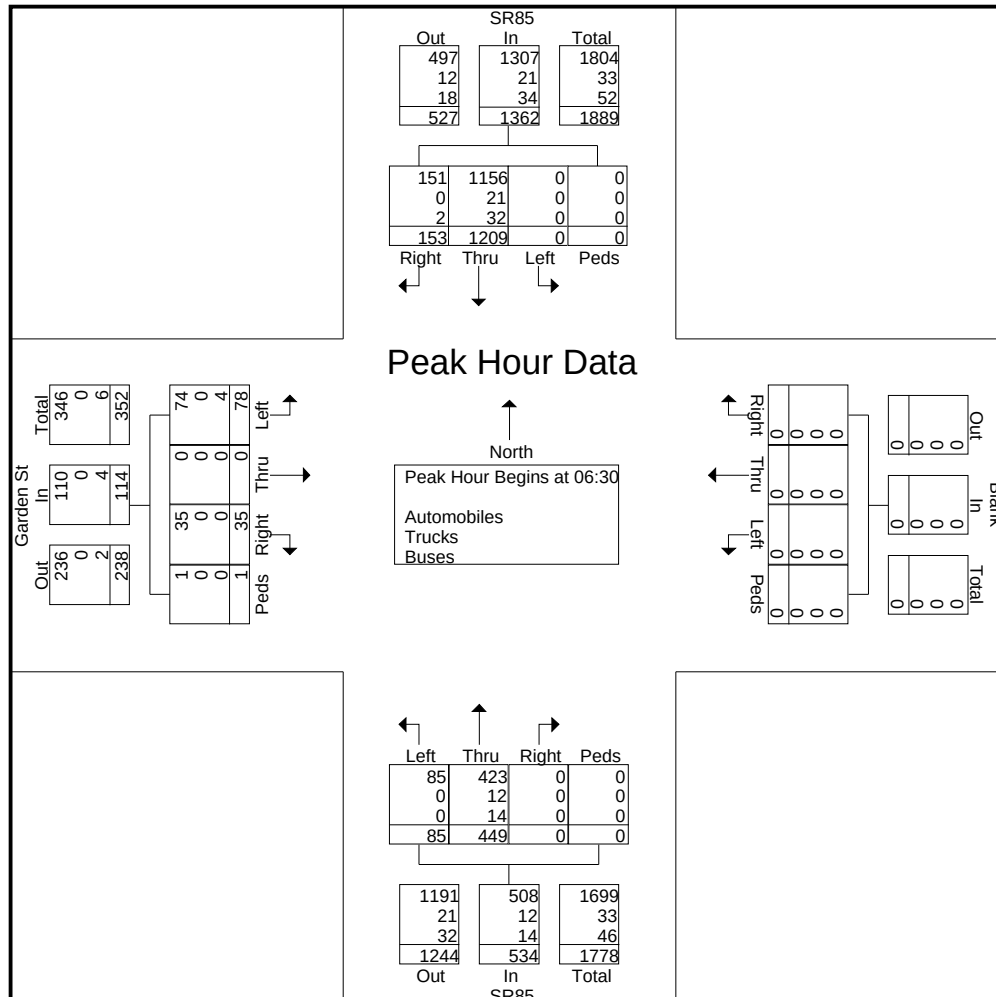
2911 Westfield Rd
Gulf Breeze, Florida, 32563

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SR85 @ Garden St
Crestview, Florida

File Name : 21034-1 SR85 @ Garden St
Site Code : 21034-1
Start Date : 2/18/2021
Page No : 4

	SR85 Southbound					Blank Westbound					SR85 Northbound					Garden St Eastbound					
Start Time	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Int. Total
Peak Hour Analysis From 06:00 to 09:15 - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 06:30																					
06:30	0	243	49	0	292	0	0	0	0	0	50	123	0	0	173	9	0	10	0	19	484
06:45	0	382	84	0	466	0	0	0	0	0	33	121	0	0	154	29	0	22	0	51	671
07:00	0	296	14	0	310	0	0	0	0	0	2	89	0	0	91	18	0	3	0	21	422
07:15	0	288	6	0	294	0	0	0	0	0	0	116	0	0	116	22	0	0	1	23	433
Total Volume	0	1209	153	0	1362	0	0	0	0	0	85	449	0	0	534	78	0	35	1	114	2010
% App. Total	0	88.8	11.2	0		0	0	0	0		15.9	84.1	0	0		68.4	0	30.7	0.9		
PHF	.000	.791	.455	.000	.731	.000	.000	.000	.000	.000	.425	.913	.000	.000	.772	.672	.000	.398	.250	.559	.749
Automobiles	0	1156	151	0	1307	0	0	0	0	0	85	423	0	0	508	74	0	35	1	110	1925
% Automobiles	0	95.6	98.7	0	96.0	0	0	0	0	0	100	94.2	0	0	95.1	94.9	0	100	100	96.5	95.8
Trucks	0	21	0	0	21	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	33
% Trucks	0	1.7	0	0	1.5	0	0	0	0	0	0	2.7	0	0	2.2	0	0	0	0	0	1.6
Buses	0	32	2	0	34	0	0	0	0	0	0	14	0	0	14	4	0	0	0	4	52
% Buses	0	2.6	1.3	0	2.5	0	0	0	0	0	0	3.1	0	0	2.6	5.1	0	0	0	3.5	2.6



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Site Code : 21034-1
Start Date : 2/18/2021
Page No : 5

	SR85 Southbound					Blank Westbound					SR85 Northbound					Garden St Eastbound					
Start Time	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Int. Total
Peak Hour Analysis From 09:30 to 13:15 - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 12:15																					
12:15	0	234	8	0	242	0	0	0	0	0	6	227	0	0	233	23	0	13	0	36	511
12:30	0	209	9	0	218	0	0	0	0	0	5	202	0	0	207	16	0	4	0	20	445
12:45	0	198	5	0	203	0	0	0	0	0	4	249	0	0	253	28	0	19	0	47	503
13:00	0	214	9	0	223	0	0	0	0	0	3	232	0	0	235	17	0	0	0	17	475
Total Volume	0	855	31	0	886	0	0	0	0	0	18	910	0	0	928	84	0	36	0	120	1934
% App. Total	0	96.5	3.5	0		0	0	0	0	0	1.9	98.1	0	0		70	0	30	0		
PHF	.000	.913	.861	.000	.915	.000	.000	.000	.000	.000	.750	.914	.000	.000	.917	.750	.000	.474	.000	.638	.946
Automobiles	0	838	30	0	868	0	0	0	0	0	18	863	0	0	881	82	0	36	0	118	1867
% Automobiles	0	98.0	96.8	0	98.0	0	0	0	0	0	100	94.8	0	0	94.9	97.6	0	100	0	98.3	96.5
Trucks	0	17	1	0	18	0	0	0	0	0	0	15	0	0	15	0	0	0	0	0	33
% Trucks	0	2.0	3.2	0	2.0	0	0	0	0	0	0	1.6	0	0	1.6	0	0	0	0	0	1.7
Buses	0	0	0	0	0	0	0	0	0	0	0	32	0	0	32	2	0	0	0	2	34
% Buses	0	0	0	0	0	0	0	0	0	0	0	3.5	0	0	3.4	2.4	0	0	0	1.7	1.8

Southern Traffic Services, Inc.

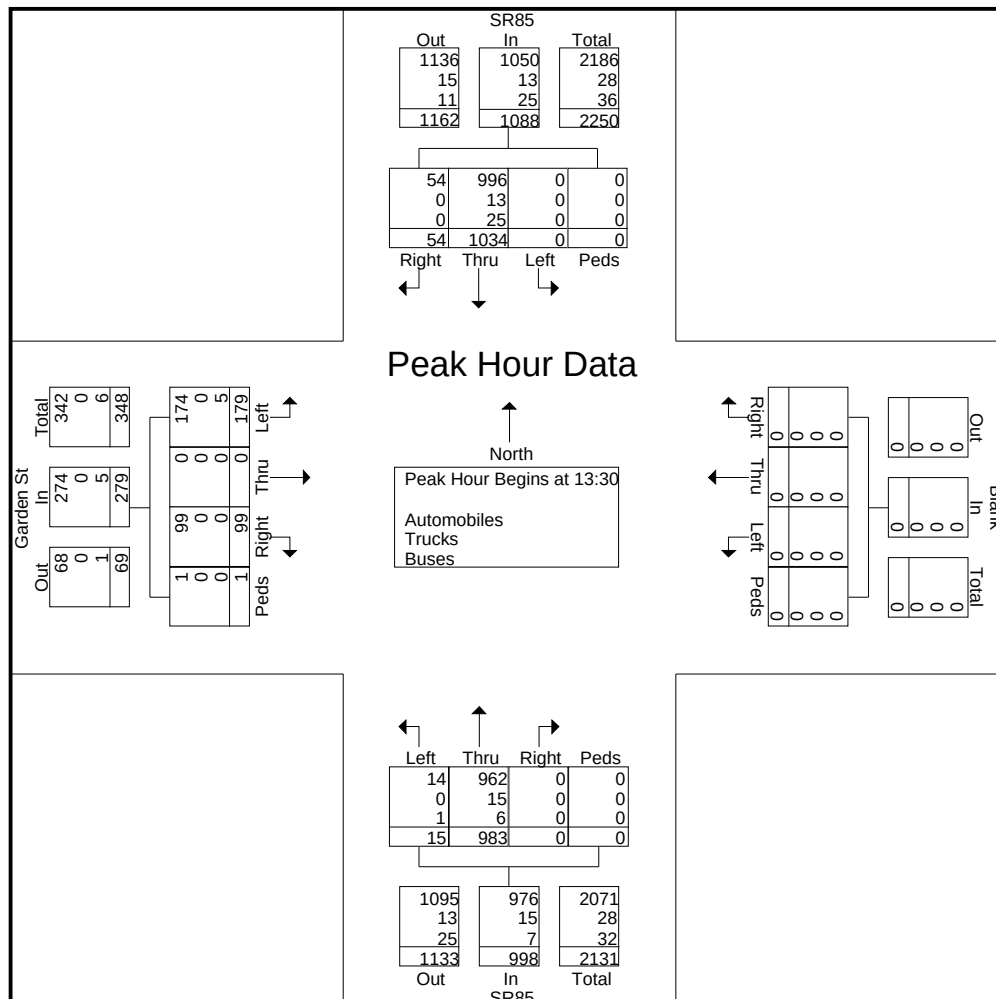
2911 Westfield Rd
Gulf Breeze, Florida, 32563

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SR85 @ Garden St
Crestview, Florida

File Name : 21034-1 SR85 @ Garden St
Site Code : 21034-1
Start Date : 2/18/2021
Page No : 6

	SR85 Southbound					Blank Westbound					SR85 Northbound					Garden St Eastbound					
Start Time	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Int. Total
Peak Hour Analysis From 13:30 to 17:45 - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 13:30																					
13:30	0	282	25	0	307	0	0	0	0	0	10	232	0	0	242	47	0	38	1	86	635
13:45	0	255	13	0	268	0	0	0	0	0	3	237	0	0	240	52	0	40	0	92	600
14:00	0	256	11	0	267	0	0	0	0	0	2	245	0	0	247	36	0	16	0	52	566
14:15	0	241	5	0	246	0	0	0	0	0	0	269	0	0	269	44	0	5	0	49	564
Total Volume	0	1034	54	0	1088	0	0	0	0	0	15	983	0	0	998	179	0	99	1	279	2365
% App. Total	0	95	5	0		0	0	0	0	0	1.5	98.5	0	0		64.2	0	35.5	0.4		
PHF	.000	.917	.540	.000	.886	.000	.000	.000	.000	.000	.375	.914	.000	.000	.928	.861	.000	.619	.250	.758	.931
Automobiles	0	996	54	0	1050	0	0	0	0	0	14	962	0	0	976	174	0	99	1	274	2300
% Automobiles	0	96.3	100	0	96.5	0	0	0	0	0	93.3	97.9	0	0	97.8	97.2	0	100	100	98.2	97.3
Trucks	0	13	0	0	13	0	0	0	0	0	0	15	0	0	15	0	0	0	0	0	28
% Trucks	0	1.3	0	0	1.2	0	0	0	0	0	0	1.5	0	0	1.5	0	0	0	0	0	1.2
Buses	0	25	0	0	25	0	0	0	0	0	1	6	0	0	7	5	0	0	0	5	37
% Buses	0	2.4	0	0	2.3	0	0	0	0	0	6.7	0.6	0	0	0.7	2.8	0	0	0	1.8	1.6





ITE Trip Generation Land Use Info

Land Use: 934

Fast-Food Restaurant with Drive-Through Window

Description

This category includes fast-food restaurants with drive-through windows. This type of restaurant is characterized by a large drive-through clientele, long hours of service (some are open for breakfast, all are open for lunch and dinner, some are open late at night or 24 hours a day) and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. Non-drive-through patrons generally order at a cash register and pay before they eat. Fast casual restaurant (Land Use 930), high-turnover (sit-down) restaurant (Land Use 932), fast-food restaurant without drive-through window (Land Use 933), and fast-food restaurant with drive-through window and no indoor seating (Land Use 935) are related uses.

Additional Data

 ***Users should exercise caution when applying statistics during the AM peak periods, as the sites contained in the database for this land use may or may not be open for breakfast. In cases where it was confirmed that the sites were not open for breakfast, data for the AM peak hour of the adjacent street traffic were removed from the database.***

The outdoor seating area is not included in the overall gross floor area. Therefore, the number of seats may be a more reliable independent variable on which to establish trip generation rates for facilities having significant outdoor seating.

Time-of-day distribution data for this land use for a weekday, Saturday, and Sunday are presented in Appendix A. For the 46 general urban/suburban sites with data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 11:45 a.m. and 12:45 p.m. and 12:00 and 1:00 p.m., respectively. For the one dense multi-use urban site with data, the same AM and PM peak hours were observed.

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alaska, Alberta (CAN), California, Colorado, Florida, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Montana, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Dakota, Texas, Vermont, Virginia, Washington, and Wisconsin.

Source Numbers

163, 164, 168, 180, 181, 241, 245, 278, 294, 300, 301, 319, 338, 340, 342, 358, 389, 438, 502, 552, 577, 583, 584, 617, 640, 641, 704, 715, 728, 810, 866, 867, 869, 885, 886, 927, 935, 962, 977

Fast-Food Restaurant with Drive-Through Window (934)

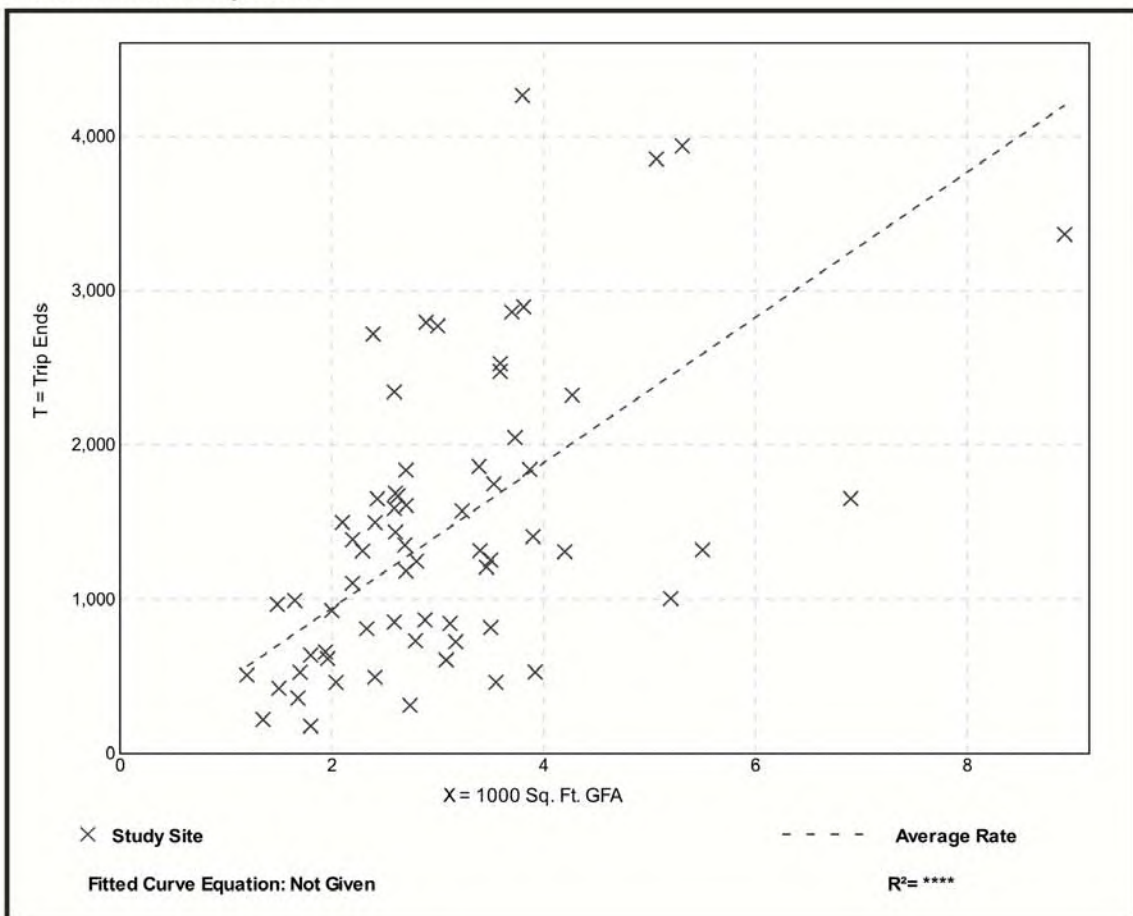
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 67
1000 Sq. Ft. GFA: 3
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
470.95	98.89 - 1137.66	244.44

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

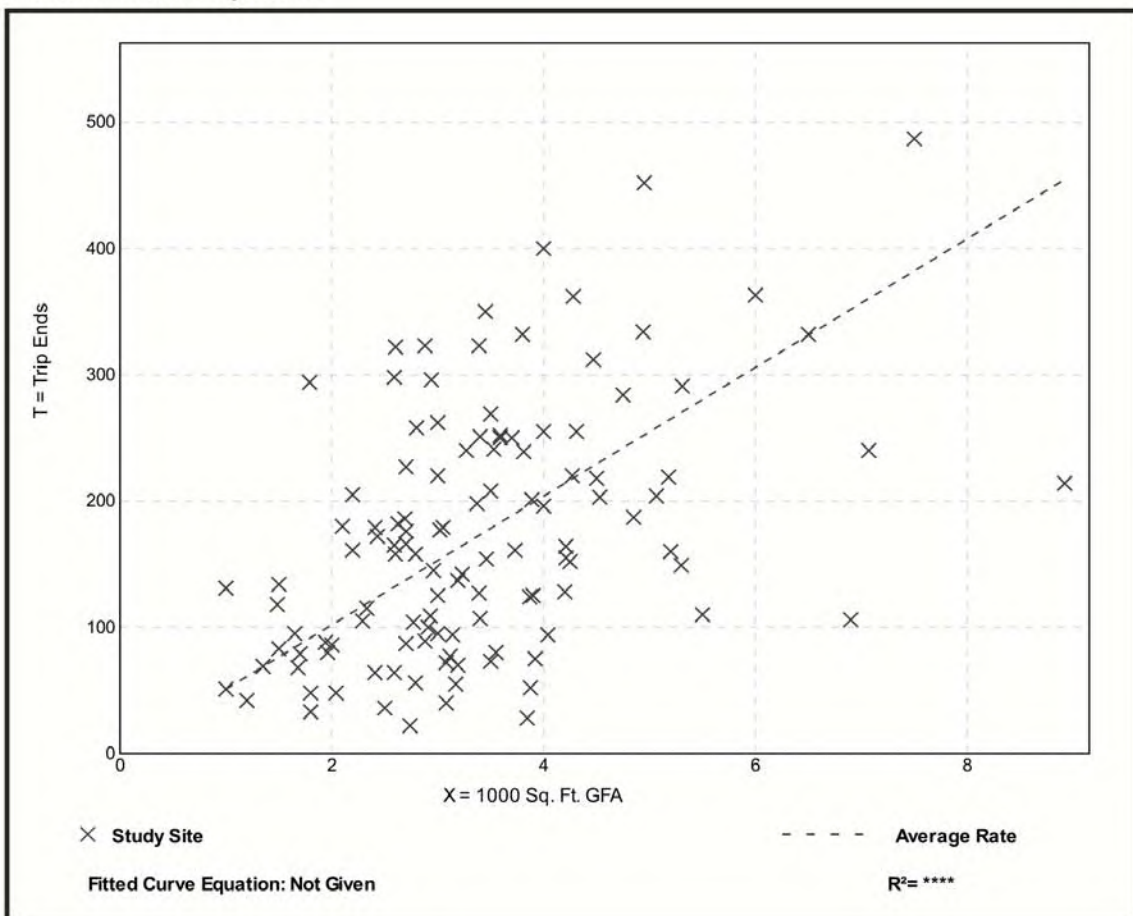
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
AM Peak Hour of Generator

Setting/Location: General Urban/Suburban
Number of Studies: 117
1000 Sq. Ft. GFA: 3
Directional Distribution: 52% entering, 48% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
50.97	7.28 - 164.25	26.22

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

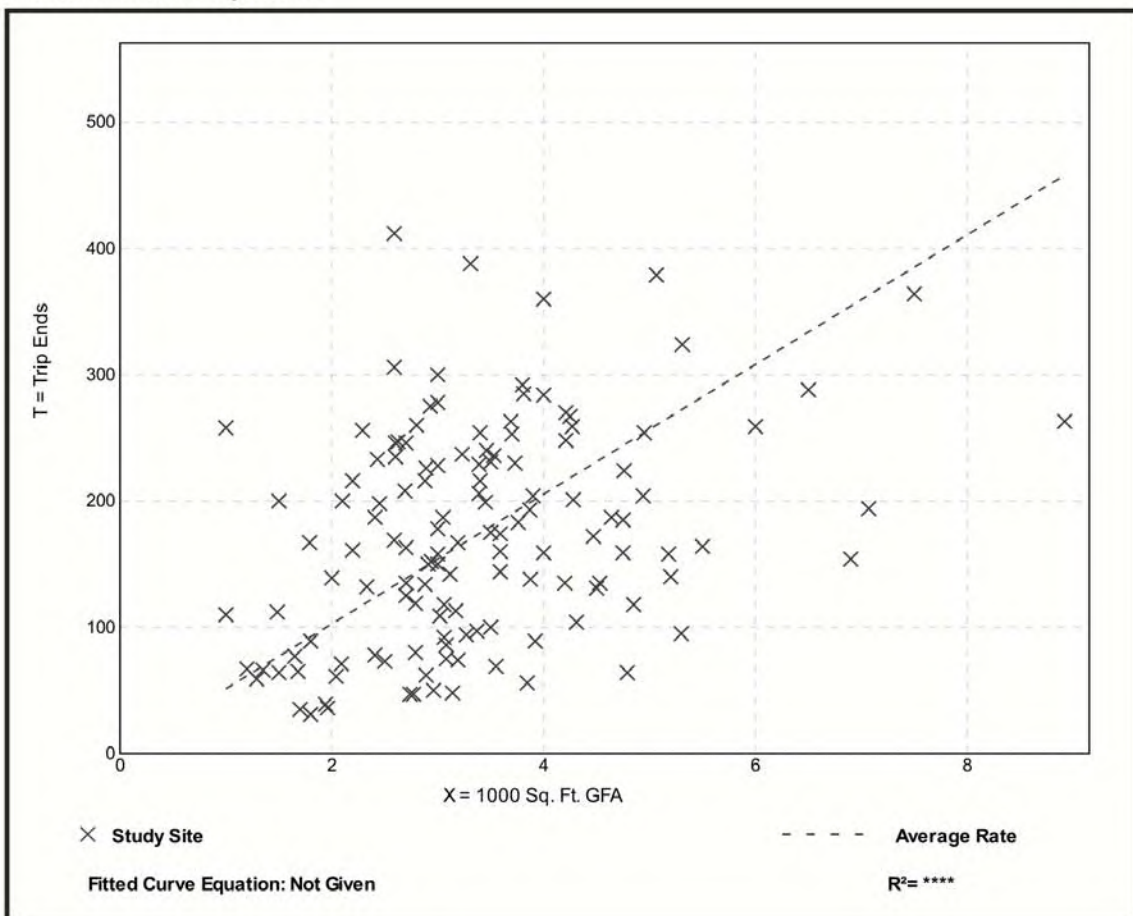
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
PM Peak Hour of Generator

Setting/Location: General Urban/Suburban
Number of Studies: 132
1000 Sq. Ft. GFA: 3
Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
51.36	13.36 - 258.00	27.47

Data Plot and Equation



Land Use: 945

Gasoline/Service Station with Convenience Market

Description

This land use includes gasoline/service stations with convenience markets where the primary business is the fueling of motor vehicles. These service stations may also have ancillary facilities for servicing and repairing motor vehicles and may have a car wash. Some commonly sold convenience items are newspapers, coffee or other beverages, and snack items that are usually consumed in the car. The sites included in this land use category have the following two specific characteristics:

- The gross floor area of the convenience market is between 2,000 and 3,000 gross square feet
- The number of vehicle fueling positions is at least 10

Convenience market (Land Use 851), convenience market with gasoline pumps (Land Use 853), gasoline/service station (Land Use 944), truck stop (Land Use 950), and super convenience market/gas station (Land Use 960) are related uses.

Additional Data

The independent variable, vehicle fueling positions, is defined as the maximum number of vehicles that can be fueled simultaneously.

Gasoline/service stations in this land use include "pay-at-the-pump" and traditional fueling stations.

Time-of-day distribution data for this land use are presented in Appendix A. For the five general urban/suburban sites with data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 7:30 and 8:30 a.m. and 3:45 and 4:45 p.m., respectively.

A multi-variable regression analysis based on both the convenience market gross floor area (GFA) and the number of vehicle fueling positions (VFP) produced a series of fitted curve equations. The equations are in the form of:

$$\text{Vehicle Trips} = [(\text{VFP Factor}) \times (\text{Number of VFP})] + [(\text{GFA Factor}) \times (\text{GFA})] + (\text{Constant})$$

The values for the VFP factor, GFA factor, and constant are presented in the following table for each time period for which a fitted curve equation could produce an R² value of at least 0.50.

Time Period	VFP Factor	GFA Factor	Constant	R ²
Weekday, AM Peak Hour of Generator	15.6	108	-295	0.62
Weekday, PM Peak Hour of Generator	Not Available			
Weekday, AM Peak Hour of Adjacent Street	15.7	97.3	-284	0.59
Weekday, PM Peak Hour of Adjacent Street	Not Available			

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alberta (CA), California, Connecticut, Florida, Indiana, Iowa, Kentucky, Minnesota, New Hampshire, New Jersey, Texas, and Wisconsin.

Source Numbers

245, 340, 350, 385, 440, 617, 813, 864, 865, 883, 888, 954, 960, 977

Gasoline/Service Station With Convenience Market (945)

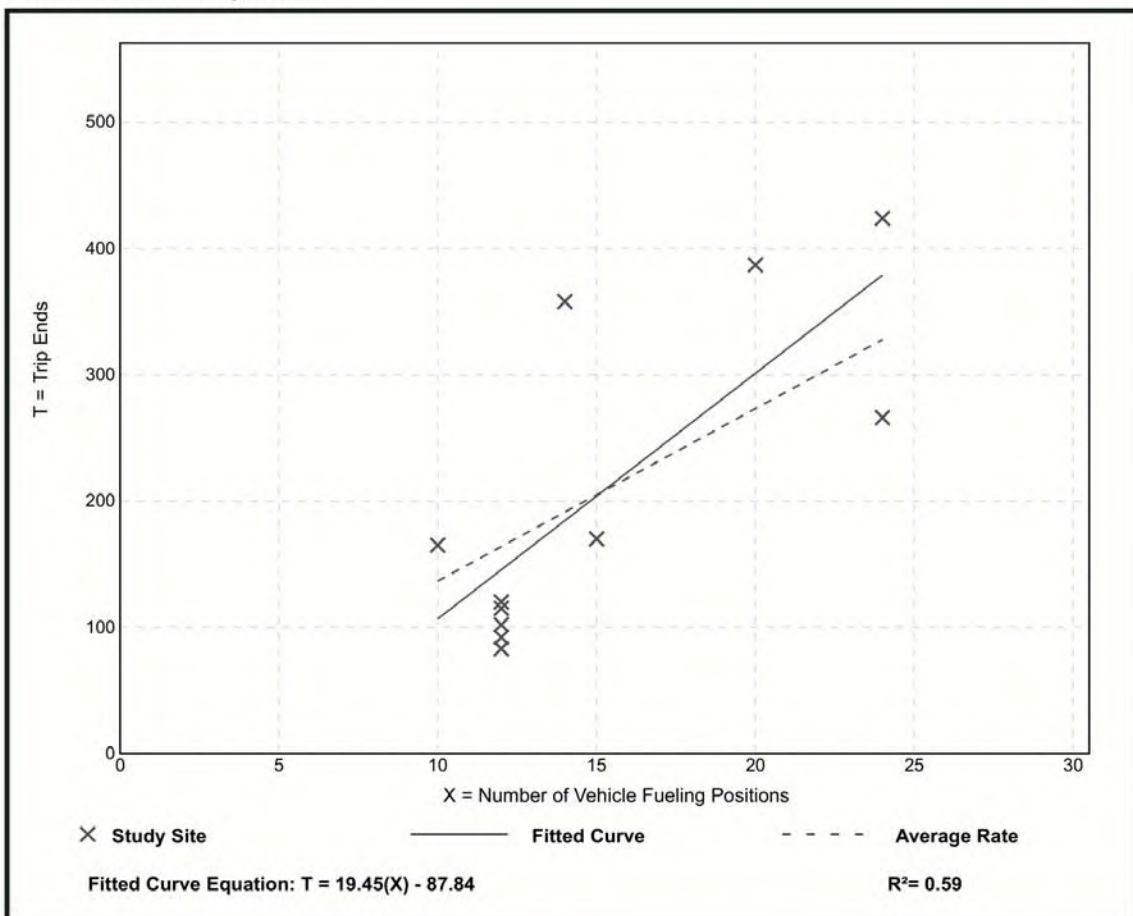
Vehicle Trip Ends vs: Vehicle Fueling Positions
On a: Weekday,
AM Peak Hour of Generator

Setting/Location: General Urban/Suburban
 Number of Studies: 11
 Avg. Num. of Vehicle Fueling Positions: 15
 Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per Vehicle Fueling Position

Average Rate	Range of Rates	Standard Deviation
13.66	6.92 - 25.57	5.74

Data Plot and Equation



Gasoline/Service Station With Convenience Market (945)

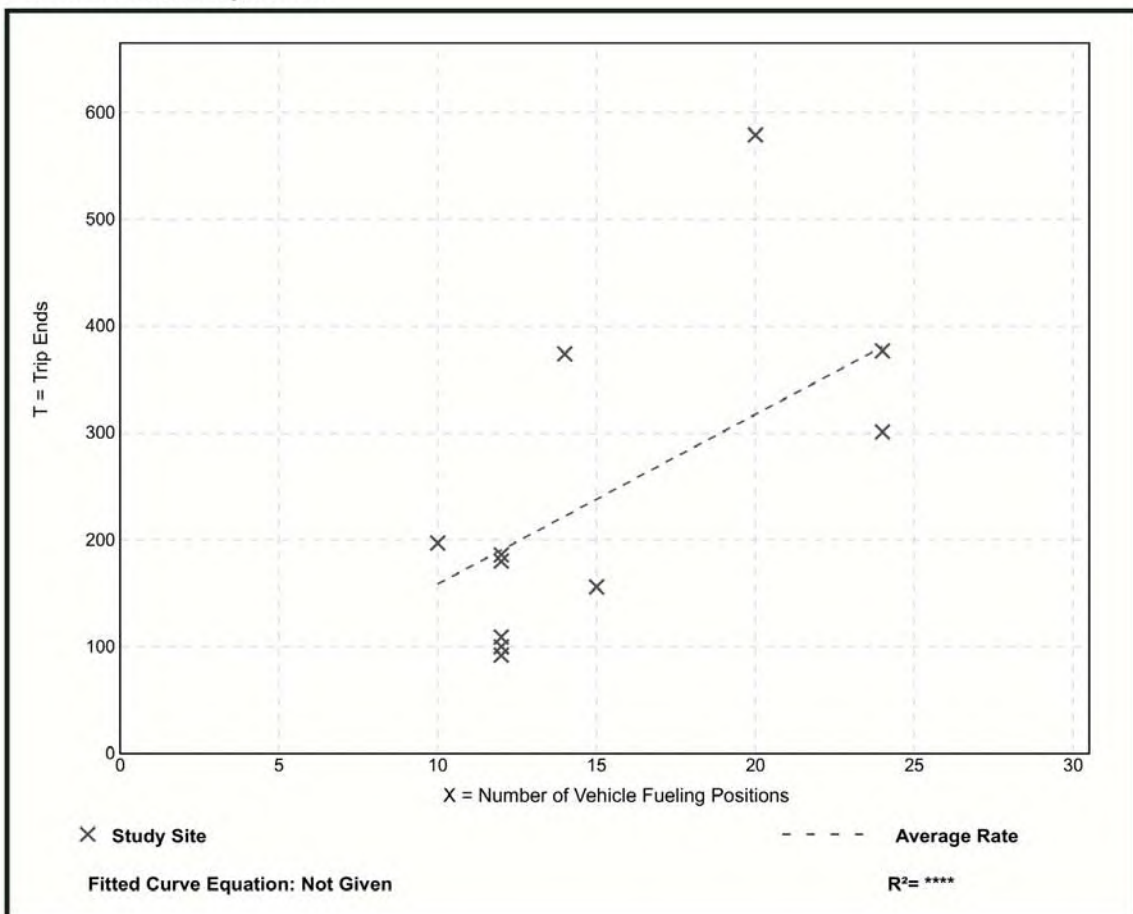
Vehicle Trip Ends vs: Vehicle Fueling Positions
On a: Weekday,
PM Peak Hour of Generator

Setting/Location: General Urban/Suburban
 Number of Studies: 11
 Avg. Num. of Vehicle Fueling Positions: 15
 Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Vehicle Fueling Position

Average Rate	Range of Rates	Standard Deviation
15.87	7.67 - 28.95	7.25

Data Plot and Equation



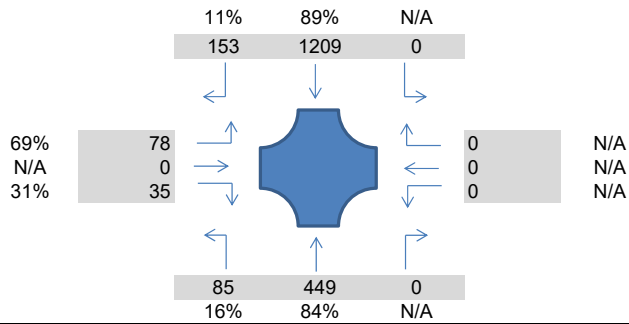


Project Turning Movement Projections

INTERSECTION WORKSHEET

AM Peak Hour Traffic

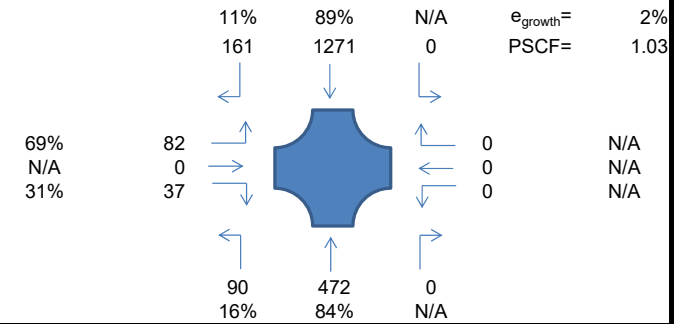
Scenario 1 - Existing Traffic



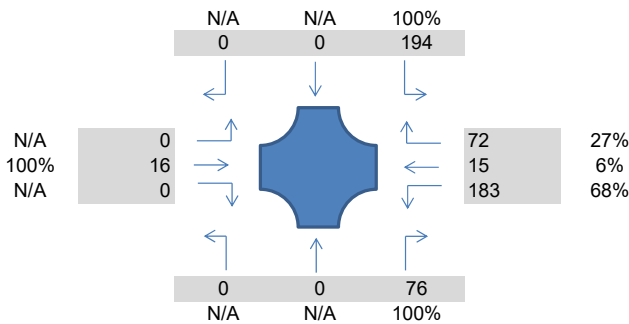
Scenario 2 - Projected Background Traffic

$$PHT_{proj} = PHT_{ex} * (1 + e_{growth})^N$$

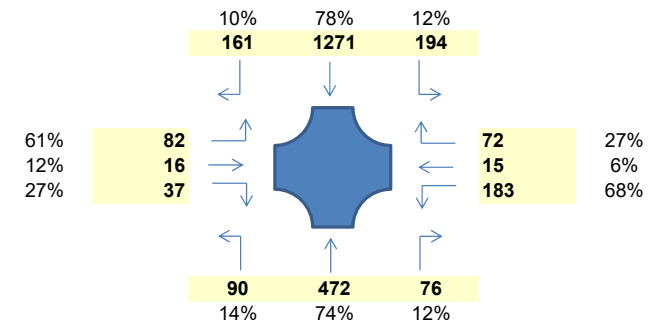
N = 1
 e_{growth} = 2%
PSCF = 1.03



ITE Development Traffic



Scenario 3 - Opening Day Traffic

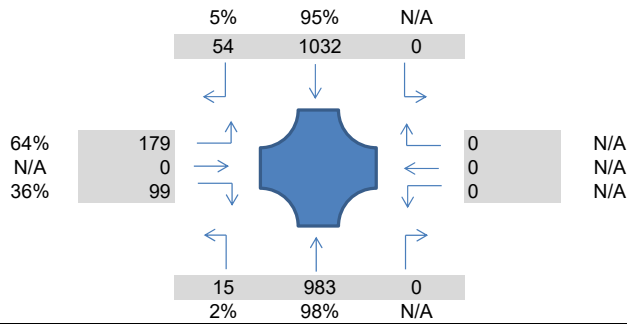


 Data entry cells
 Output data for traffic modeling

INTERSECTION WORKSHEET

PM Peak Hour Traffic

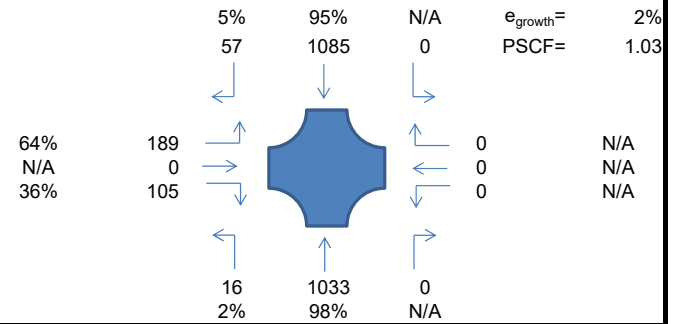
Scenario 1 - Existing Traffic



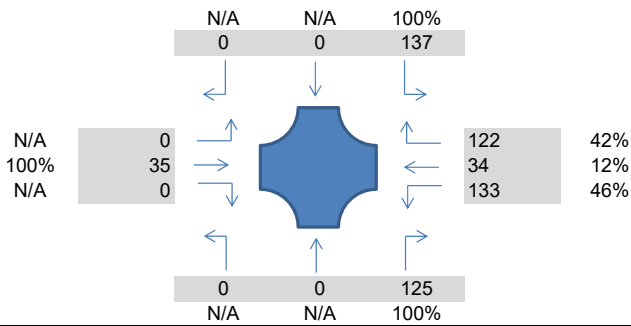
Scenario 2 - Projected Background Traffic

$$PHT_{proj} = PHT_{ex} * (1 + e_{growth})^N$$

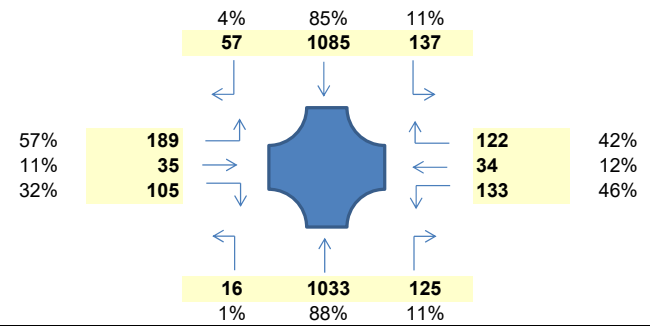
N = 1
 $e_{growth} = 2\%$
PSCF = 1.03



ITE Development Traffic



Scenario 3 - Opening Day Traffic



Data entry cells
 Output data for traffic modeling



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 2/10/2022
SUBJECT: MOA for Firearms Range

BACKGROUND:

The Fire Chief would like to enter into an agreement to conduct training at the OCSO training facility.

DISCUSSION:

This is a standard Morandum of Agreement for the use of the facility.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No financial impact at this time.

RECOMMENDED ACTION

Staff respectfully requests approval of the MOA as submitted.

Attachments

1. MOA firearms Range (Crestview Fire Department)

MEMORANDUM OF AGREEMENT
Between
Okaloosa County Sheriff's Office, Florida, and
Crestview Fire Department

The Okaloosa County Sheriff's Office and Crestview Fire Department, through their understanding authorized representatives, hereby agree to the following:

PURPOSE

The purpose of this Memorandum of Agreement is to establish the conditional use of the **Okaloosa County, Florida, Sheriff's Office – Public Safety Training Complex** located at 650 Chappie James Street SW, Crestview, Florida by the Crestview Fire Department. Specifically, this agreement acknowledges the operational protocols regarding the **Okaloosa County, Florida, Sheriff's Office – Public Safety Training Complex** by the Crestview Fire Department for training in order to:

- A. Provide training of Crestview Fire Department employees authorized to provide Emergency Medical Services.

GENERAL PROCEDURES

For the Crestview Fire Department to use the Okaloosa County Sheriff's Office – Public Safety Training Complex, the following procedures will be adhered to:

- A. Public Safety Training Complex Rules, established by the Okaloosa County, Florida, Sheriff's Office will be followed. (Attachment #1)
- B. Prior to the use of the Okaloosa County Sheriff's Office – Public Safety Training Complex, the Okaloosa County Sheriff's Office's Training Coordinator or his/her designee will be contacted in advance and a training schedule will be established to avoid schedule conflicts.
- C. Crestview Fire Department will use their own instructors during the course of any training.
- D. During the use of the Public Safety Training Complex, an Okaloosa County Department designee must be present to oversee the activities. Okaloosa County Sheriff's Office Training Staff have authority to ensure that training is occurring in a safe manner.
- E. Crestview Fire Department will provide all required equipment and materials needed to conduct training, as well as staff for the training with no cost to the Okaloosa County Sheriff's Office.

- F. The Okaloosa County Sheriff's Office Public Safety Training Complex will only be utilized between the hours of 8:00 a.m. and 9:00 p.m., Monday through Friday.
- G. Crestview Fire Department is bound by the current agreement between the Okaloosa County, Florida, Sheriff's Office and Crestview Fire Department, and any future agreements pertaining thereto, including any and all modifications executed by the Okaloosa County Sheriff's Office.
- H. Each member of Crestview Fire Department training on property will complete a Waiver of Liability and Hold Harmless Agreement (Attachment #2) annually prior using the facility. The document will be provided to the OCSO training staff for retention purposes.

This agreement contains all terms and conditions fully understood and agreed upon by the parties. If either party feels the agreement is not being complied with, the signatures of this agreement accept the responsibility for resolving the disputed issues. This agreement shall be effective upon signature by all parties listed below. This agreement will remain in effect until either party terminates by written notification to the other party listed herein.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed by their undersigned officials as duly authorized.

Okaloosa County, Florida, Sheriff's Office

Signed: _____

Name: Eric S. Aden

Title: Sheriff

Date: _____

Crestview Fire Department

Signed: _____

Name: Anthony D. Holland

Title: Chief

Date: _____

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

- 1) In consideration for utilizing the range facilities at the Okaloosa County Sheriff's Office – Public Safety Training Complex located at 650 Chappie James Street SW Crestview, Florida for training purposes and other valuable consideration, the Crestview Fire Department and their employees do RELEASE, WAIVE, DISCHARGE AND CONVENANT not to sue the Okaloosa County Sheriff's Office, their officers, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, injury, including death, that may be sustained by me, my employees or to any property belonging to me or my employees, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such training activity, or while in on or upon the premises where the activity is being conducted.
- 2) I further hereby agree to INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my or my employees participation in said activity on the premises, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.
- 3) I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Florida.
- 4) I understand that any medical costs associated with an injury that the Crestview Fire Department or their employees sustain are the responsibility of Crestview Fire Department.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it.

In witness whereof, I have hereunto set my hand on this agreement this date_____.

Signature/Title



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/8/2022
SUBJECT: Ordinance 1833 Redstone Avenue Comprehensive Plan

BACKGROUND:

On August 23, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Redstone Avenue.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Residential (R) future land use designation for the property.

The Planning and Development Board recommended approval on October 4, 2021 and the first reading was on October 11, 2021. Being over 10 acres, the ordinance was sent to the Department of Economic Opportunity and 8 other state and local agencies for review. There were no comments that would form the basis of a challenge from any of the reviewing agencies.

DISCUSSION:

The property description is as follows:

Property Owner: Aultman John R & Robert & Aultman Kimberley A
Parcel ID: 21-3N-23-0000-0013-0000
Site Size: 19.69 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Vacant
East	Public Lands (PL)	Public Lands (PL)	Public School
South	Residential (R)	Single and Multi-Family Dwelling District (R-3)	Vacant
West	Residential(R)	Single and Multi-Family Dwelling District (R-3) &	Residential

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property would be developed residentially.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city's comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment involves less than 10 acres.
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on September 13, 2021. The property was posted on September 21, 2021. An advertisement ran in the Crestview News Bulletin on September 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1833 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1833

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY LOW DENSITY RESIDENTIAL TO RESIDENTIAL ON APPROXIMATELY 19.69 ACRES, MORE OR LESS, IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Low Density Residential to Residential on a parcel of land containing 19.69 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 19.69 acres of land, more or less, from Okaloosa County Low Density Residential to Residential. For the purposes of this Ordinance and Comprehensive Plan Amendment, the 19.69 acres, more or less, is known as Parcel 21-3N-23-0000-0013-0000 and commonly described as:

E 1/2 of SE 1/4 of SE 1/4, Section 21 T3N, R23W, Okaloosa County, Florida

The Residential Future Land Use Category is hereby imposed on Parcel 21-3N-23-0000-0013-0000. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 21-3N-23-0000-0013-0000 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not

affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

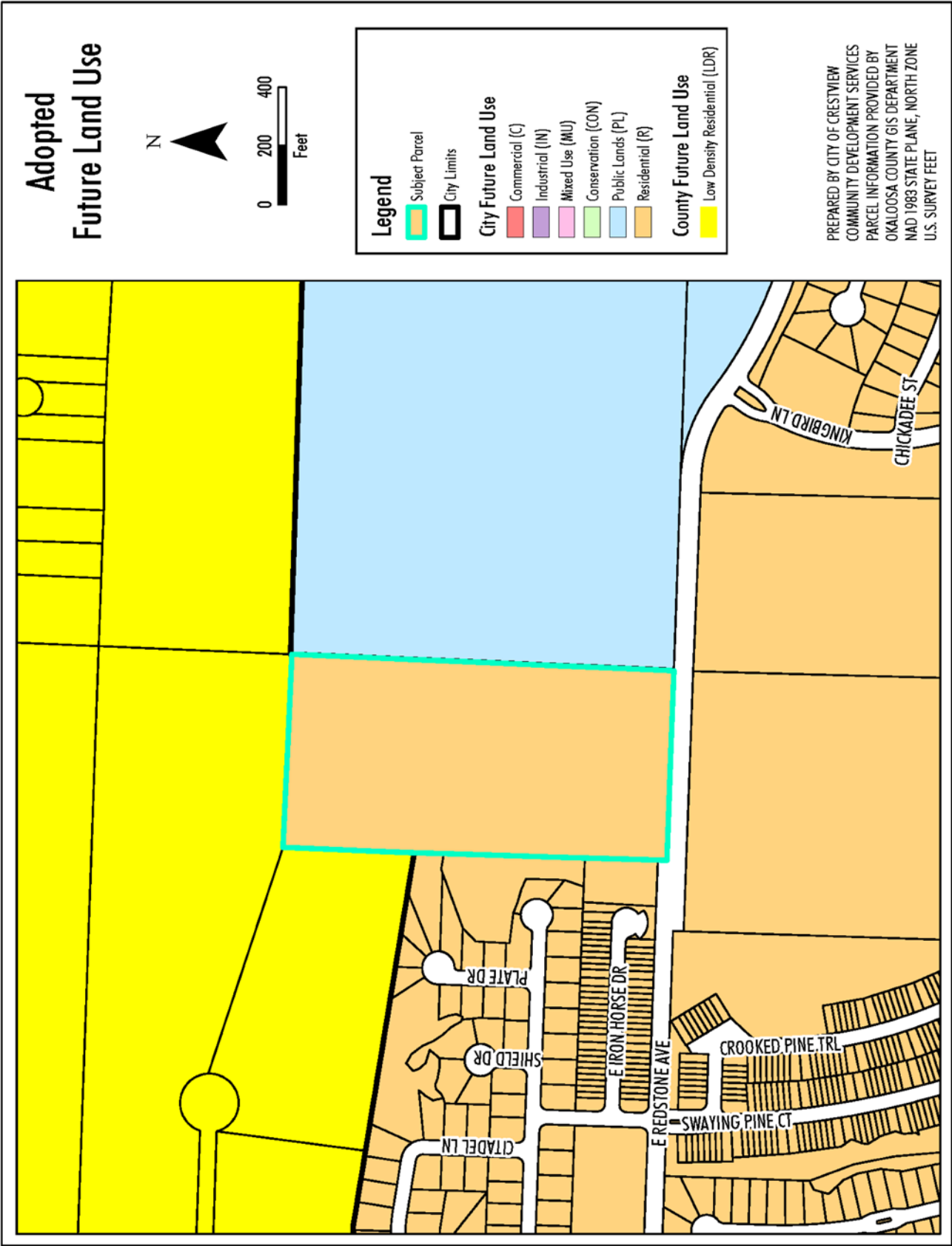
PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2022.
ATTEST:

Maryanne Schrader, City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. WHITTEN
Mayor

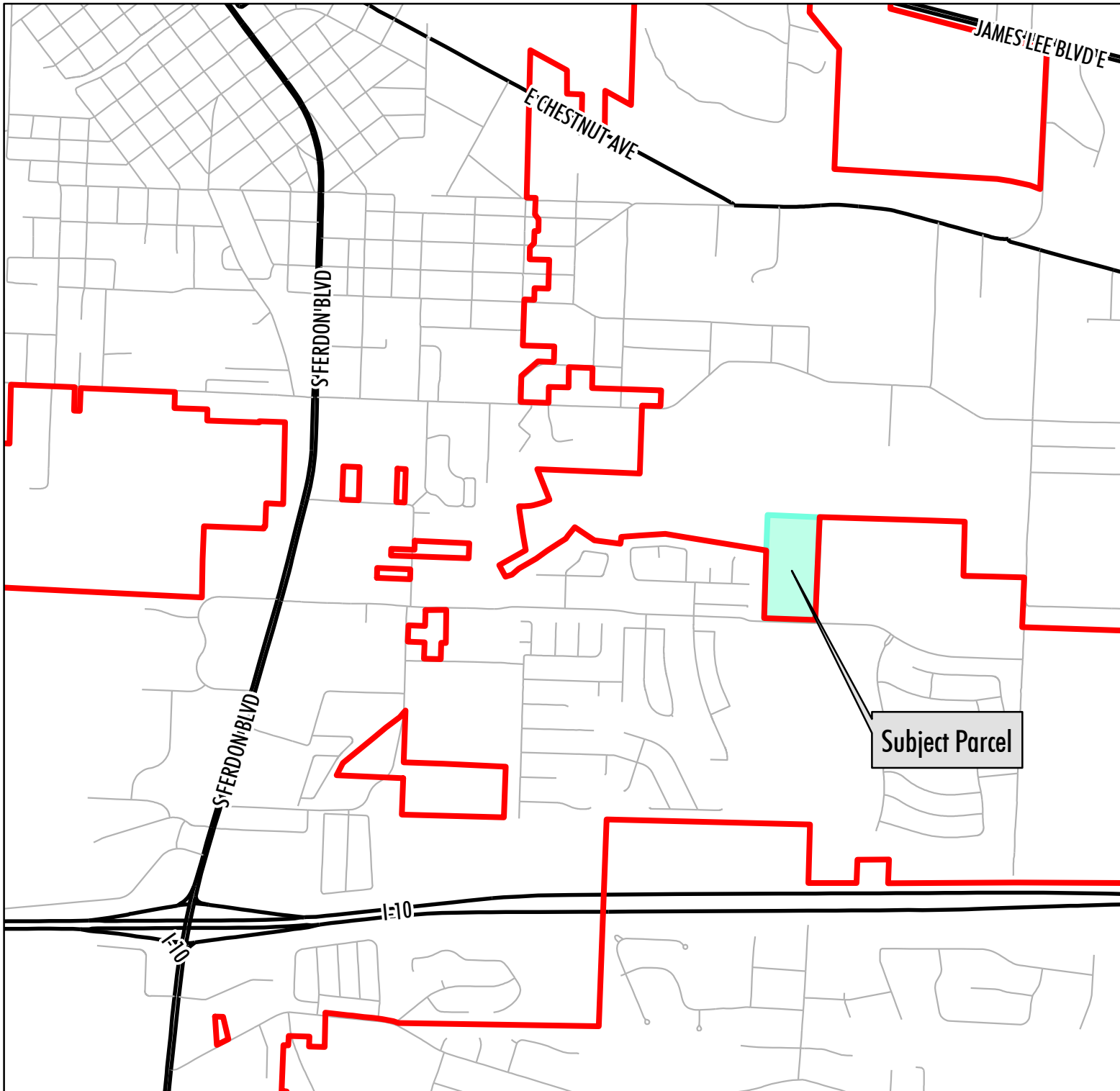
EXHIBIT A



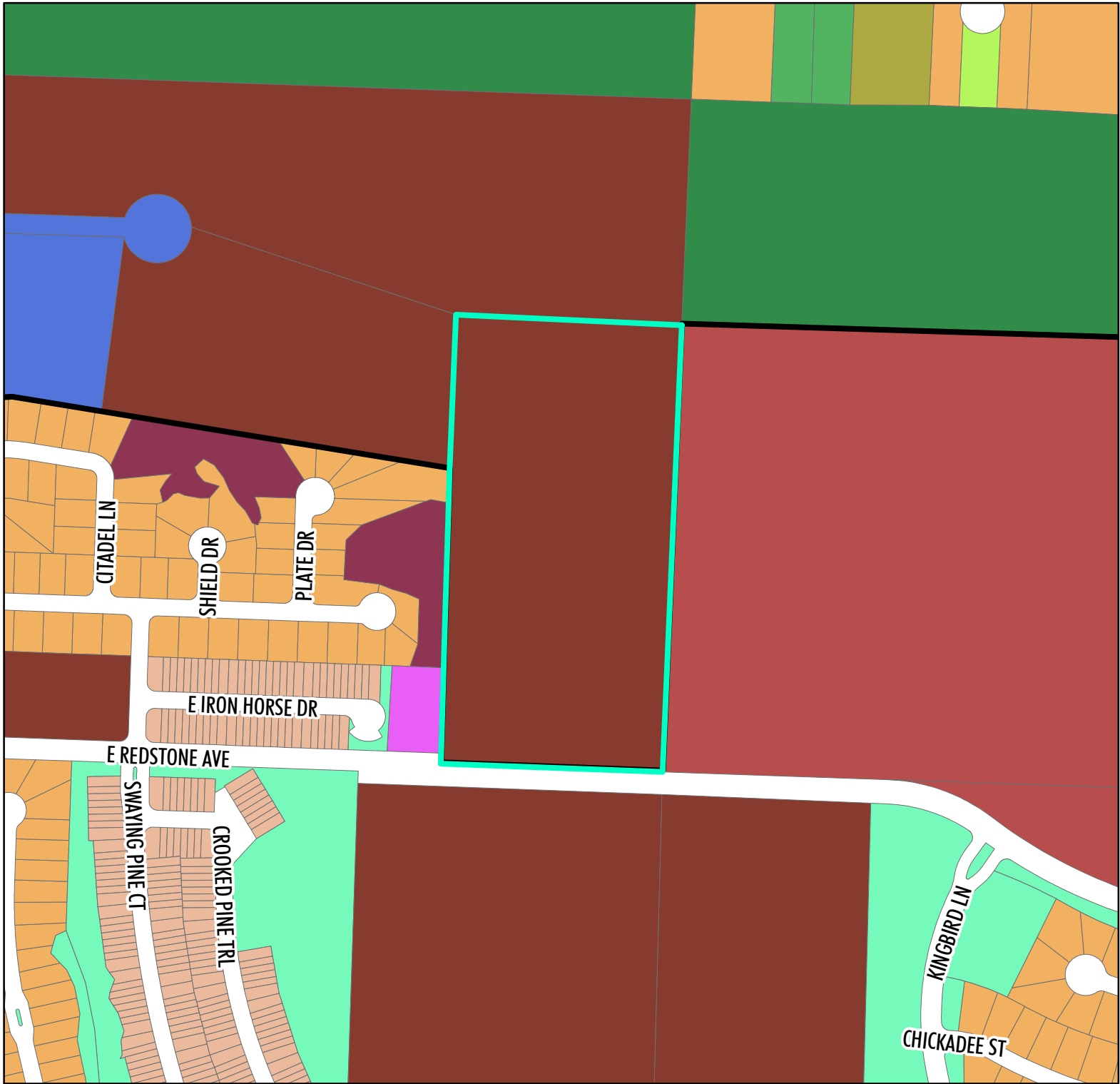
Vicinity Map



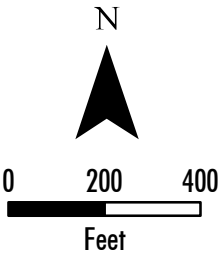
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



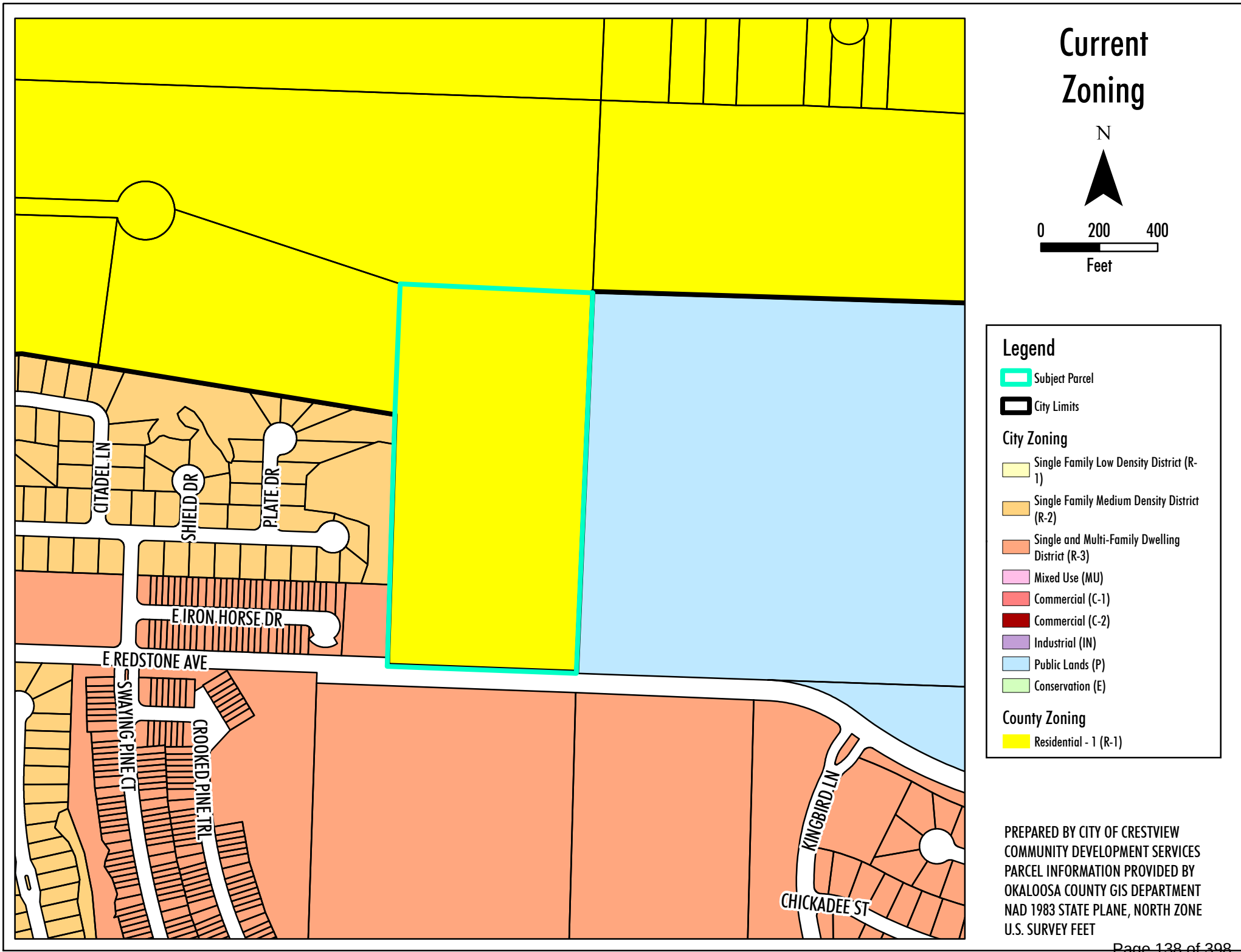
Existing Use



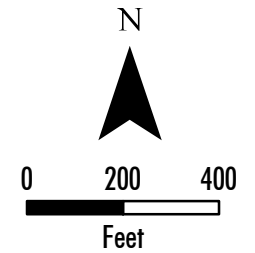
Legend

- Subject Parcel
- City Limits
- Existing Use**
 - County
 - Holding Pond
 - Improved A
 - Mobile Home
 - Municipal
 - No AG Acre
 - Public School
 - Res Common
 - Single Family Residential/Townhome
 - Single Family
 - Timberland
 - Vacant

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U.S. SURVEY FEET



Adopted Zoning



Legend

Subject Parcel

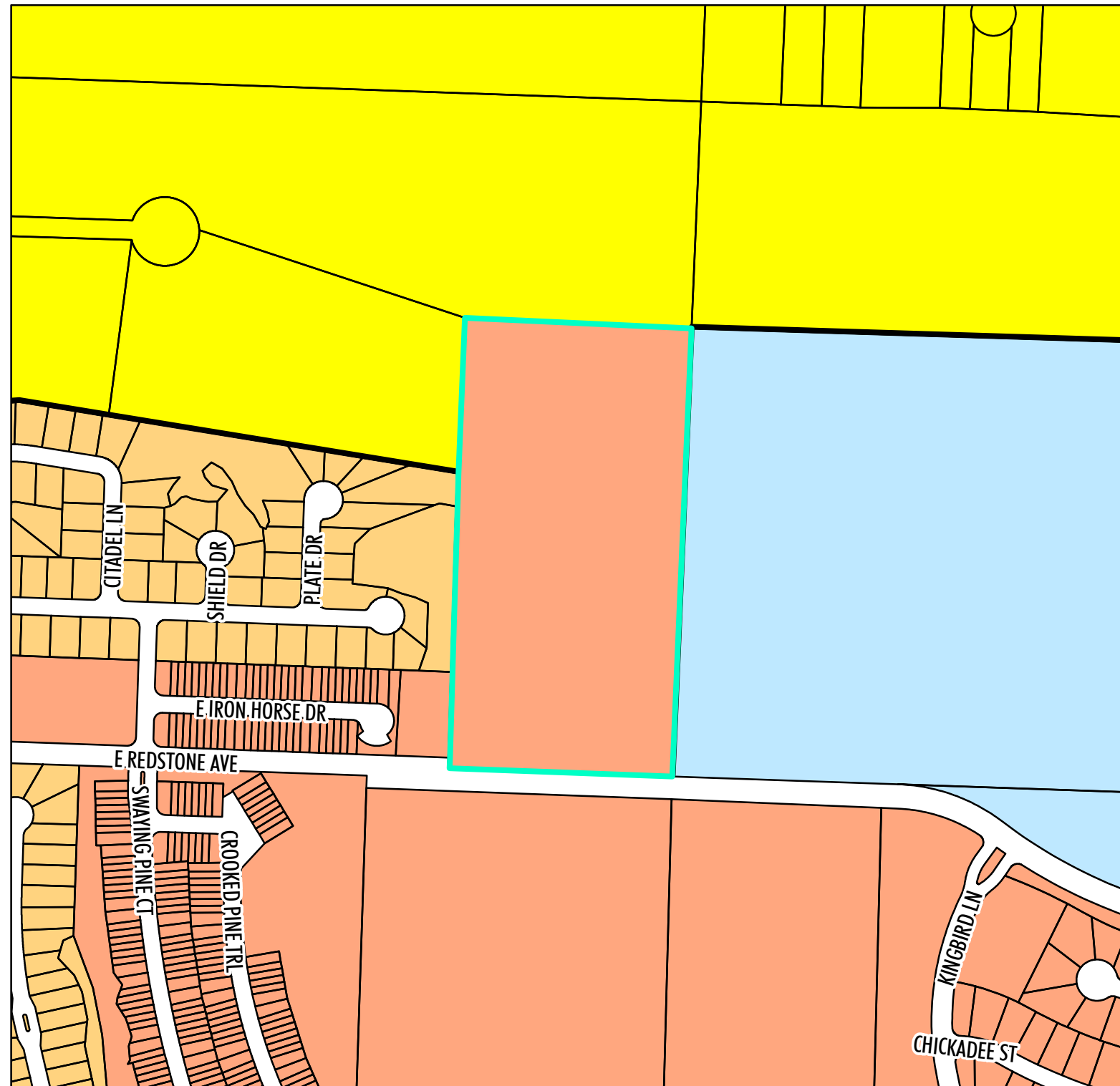
City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

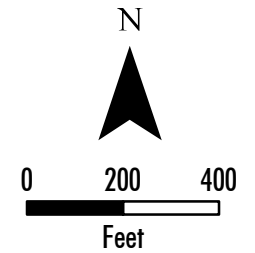
County Zoning

- Residential - 1 (R-1)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

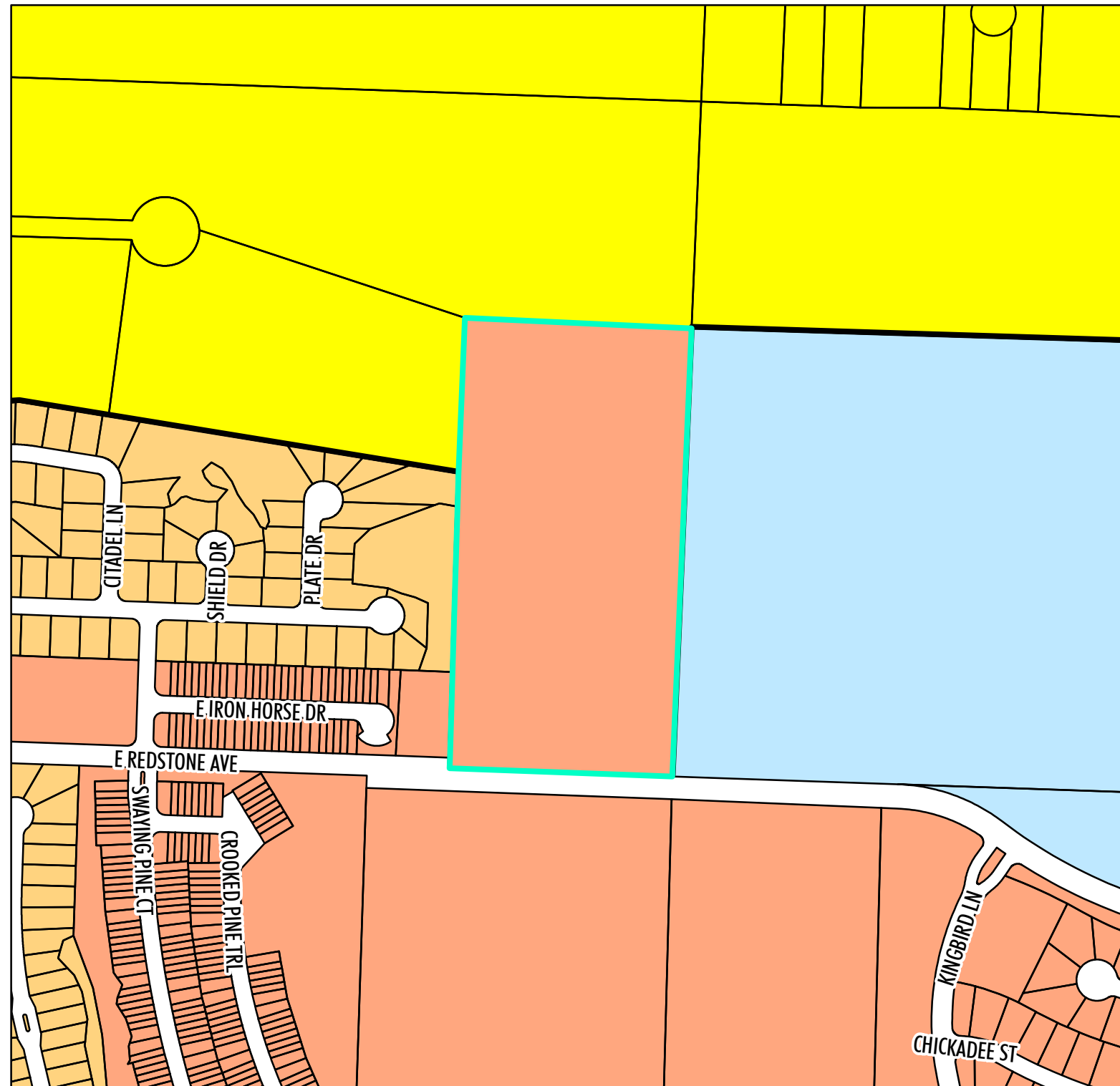
Industrial (IN)

Public Lands (P)

Conservation (E)

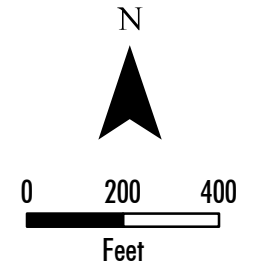
County Zoning

Residential - 1 (R-1)



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PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use



Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

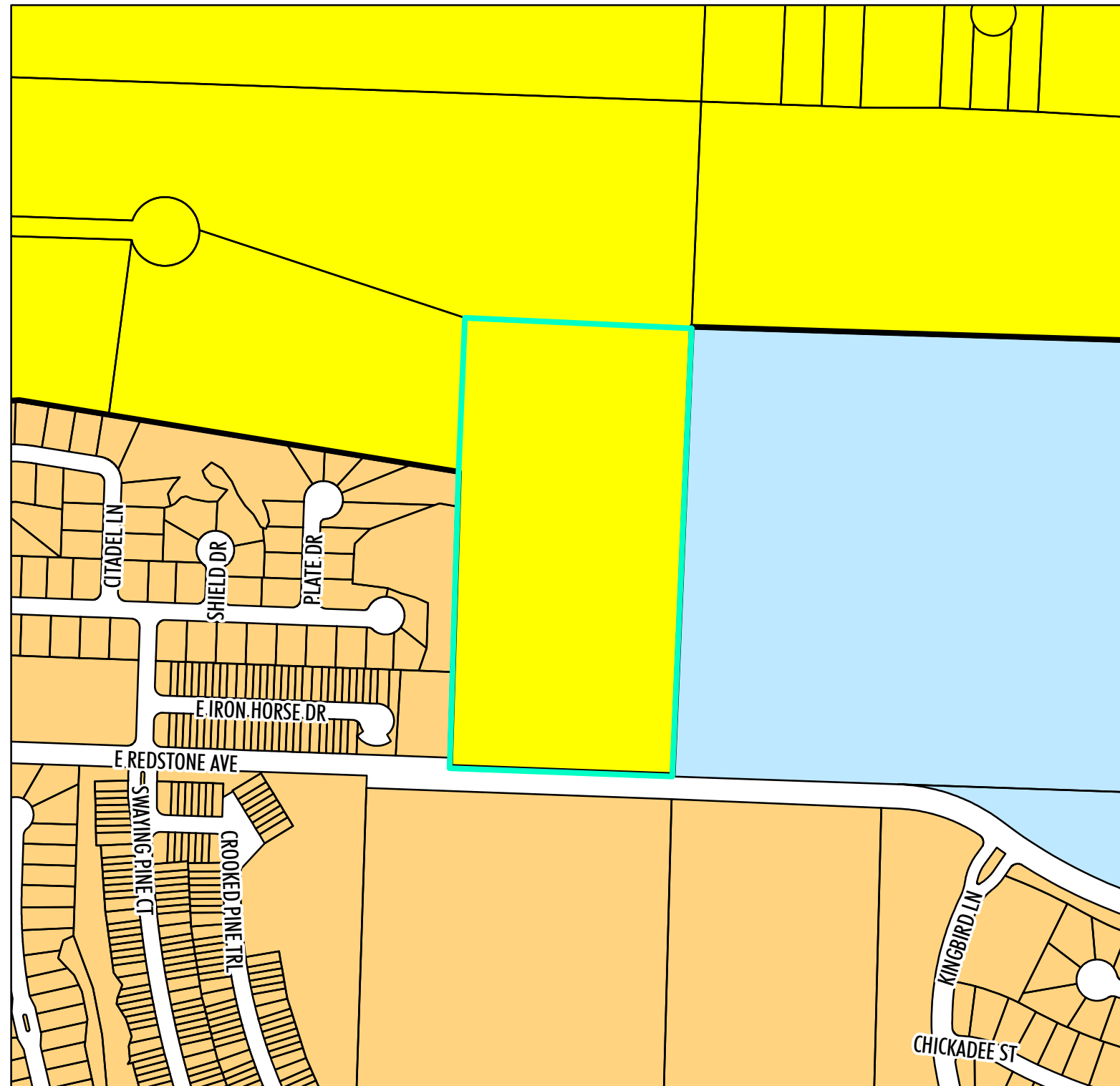
Conservation (CON)

Public Lands (PL)

Residential (R)

County Future Land Use

Low Density Residential (LDR)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

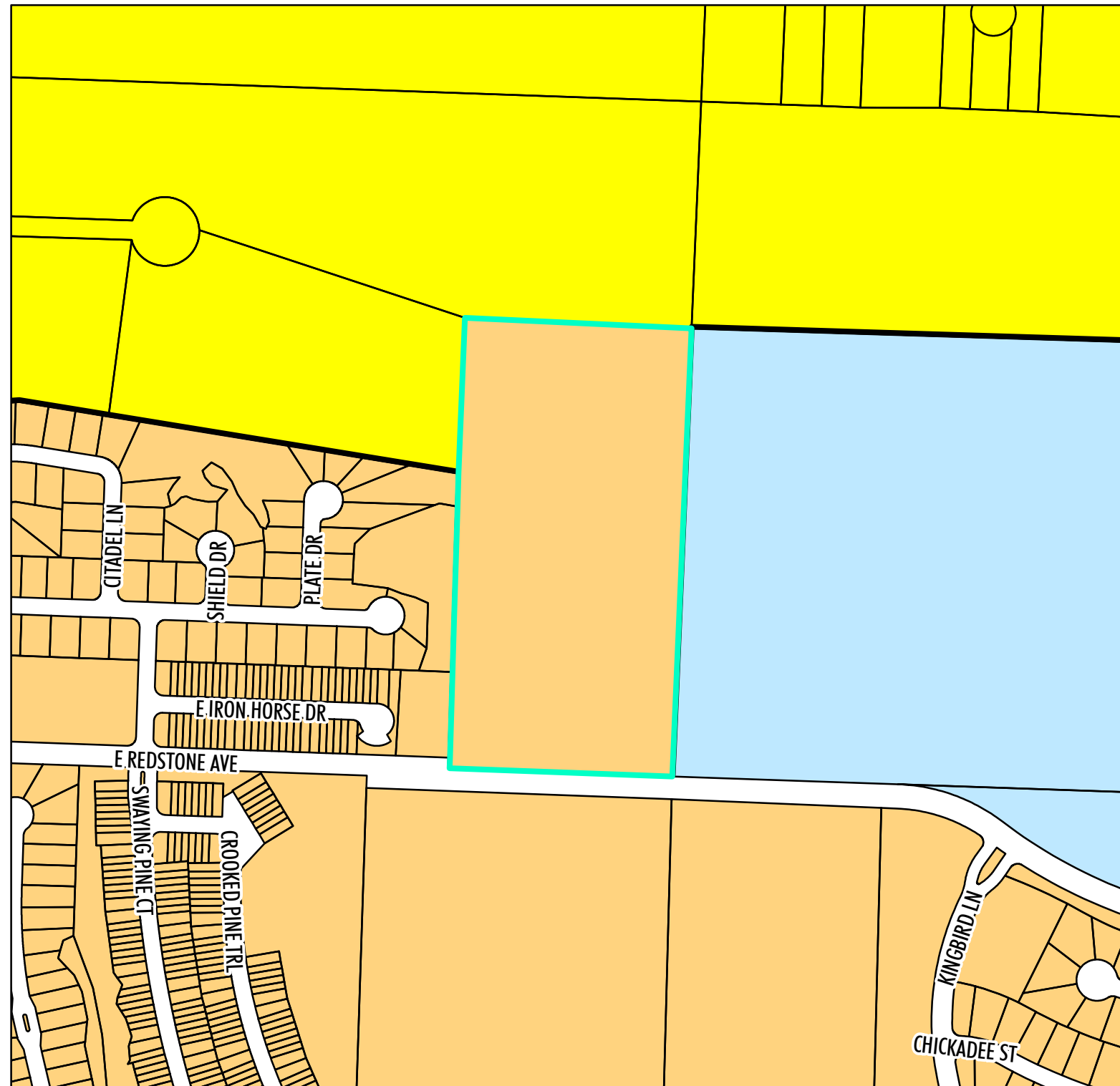
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



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COMMUNITY DEVELOPMENT SERVICES
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OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Adopted Future Land Use



0 200 400
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

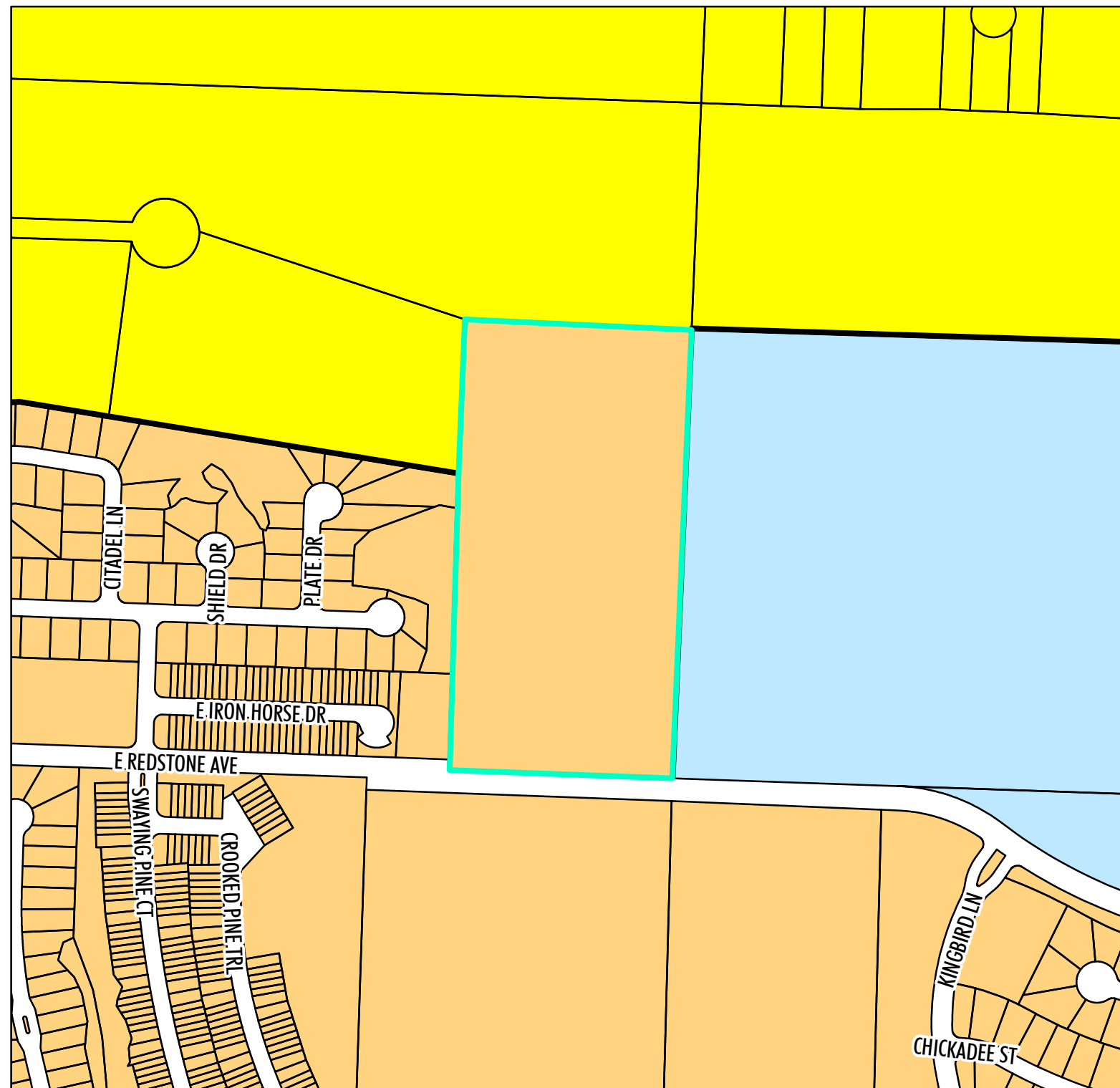
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



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COMMUNITY DEVELOPMENT SERVICES
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U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/8/2022
SUBJECT: Ordinance 1834 Redstone Avenue Rezoning

BACKGROUND:

On August 23, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Redstone Avenue.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Single and Multi-Family Dwelling District (R-3) zoning designation for the property.

The Planning and Development Board recommended approval on October 4, 2021 and the first reading was on October 11, 2021.

DISCUSSION:

The property description is as follows:

Property Owner: Aultman John R & Robert & Aultman Kimberley A
Parcel ID: 21-3N-23-0000-0013-0000
Site Size: 19.69 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Vacant
East	Public Lands (PL)	Public Lands (PL)	Public School
South	Residential (R)	Single and Multi-Family Dwelling District (R-3)	Vacant
West	Residential(R)	Single and Multi-Family Dwelling District (R-3) & Single-Family Medium Density District (R-2)	Residential

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property would be developed residentially.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on September 13, 2021. The property was posted on September 21, 2021. An advertisement ran in the Crestview News Bulletin on September 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1834 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1834

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 19.69 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 ZONING DISTRICT TO THE SINGLE AND MULTI-FAMILY DWELLING DISTRICT (R-3) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 19.69 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 19.69 acres, more or less, being formerly zoned Okaloosa County Residential-1 with the Residential Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1833, is hereby rezoned to Single and Multi-Family Dwelling District (R-3) to wit:

PIN # 21-3N-23-0000-0013-0000

E 1/2 of SE 1/4 of SE 1/4, Section 21 T3N, R23W, Okaloosa County, Florida

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1833 and becomes legally effective.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2022.
ATTEST:

Maryanne Schrader City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. WHITTEN
Mayor

Adopted Zoning



0 200 400
Feet

Legend

Subject Parcel

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

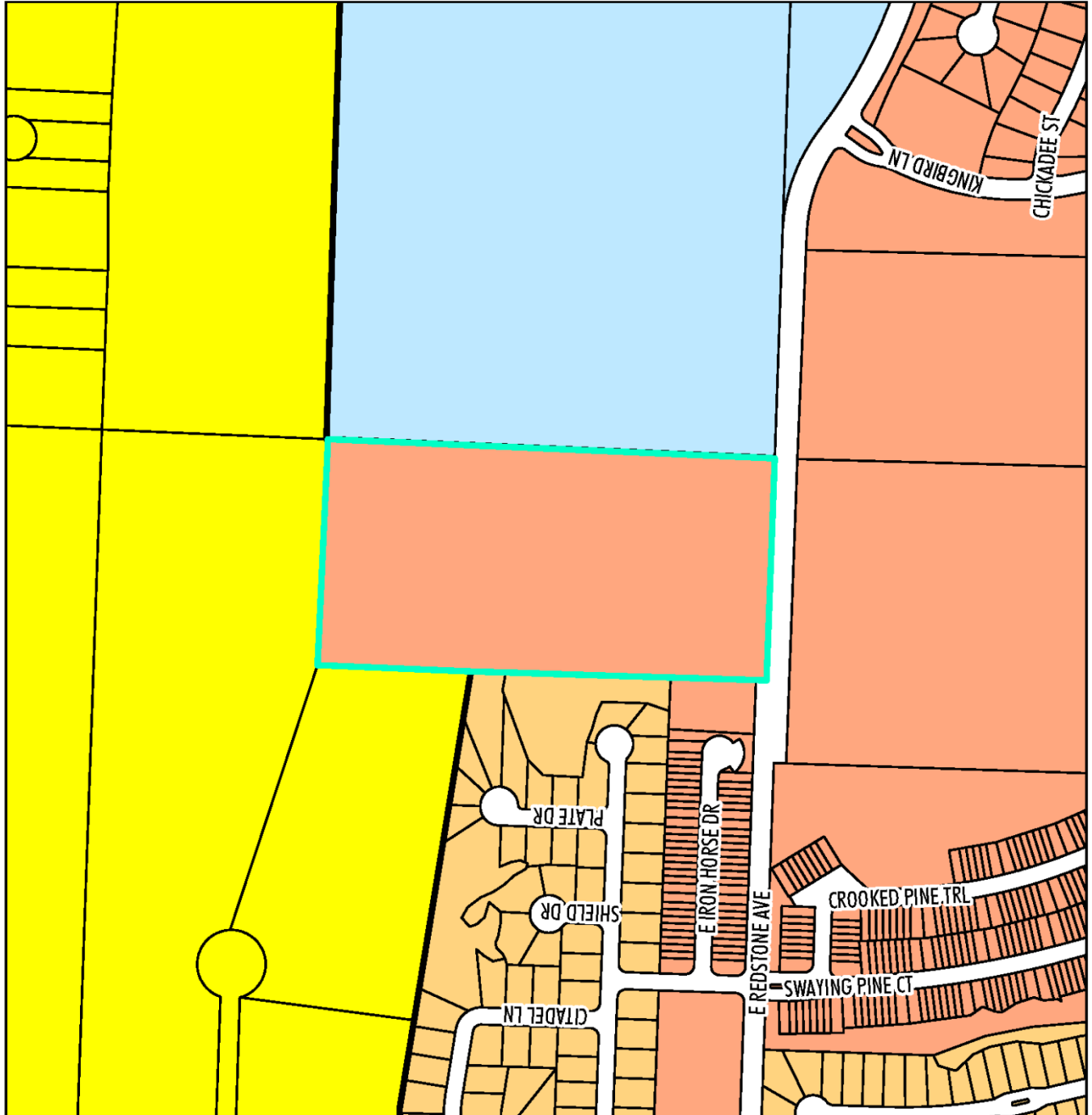
Public Lands (P)

Conservation (E)

County Zoning

Residential - 1 (R-1)

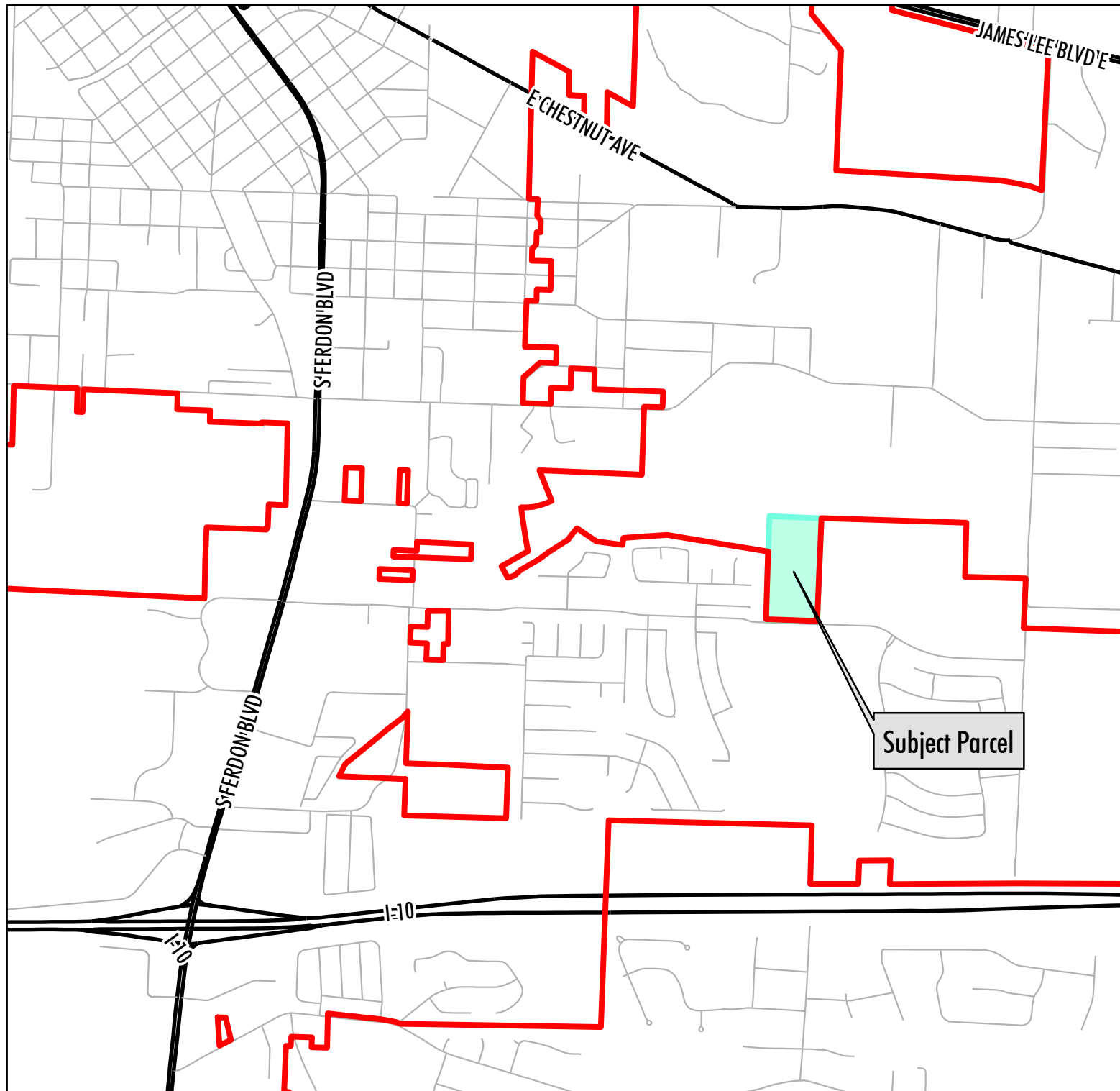
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



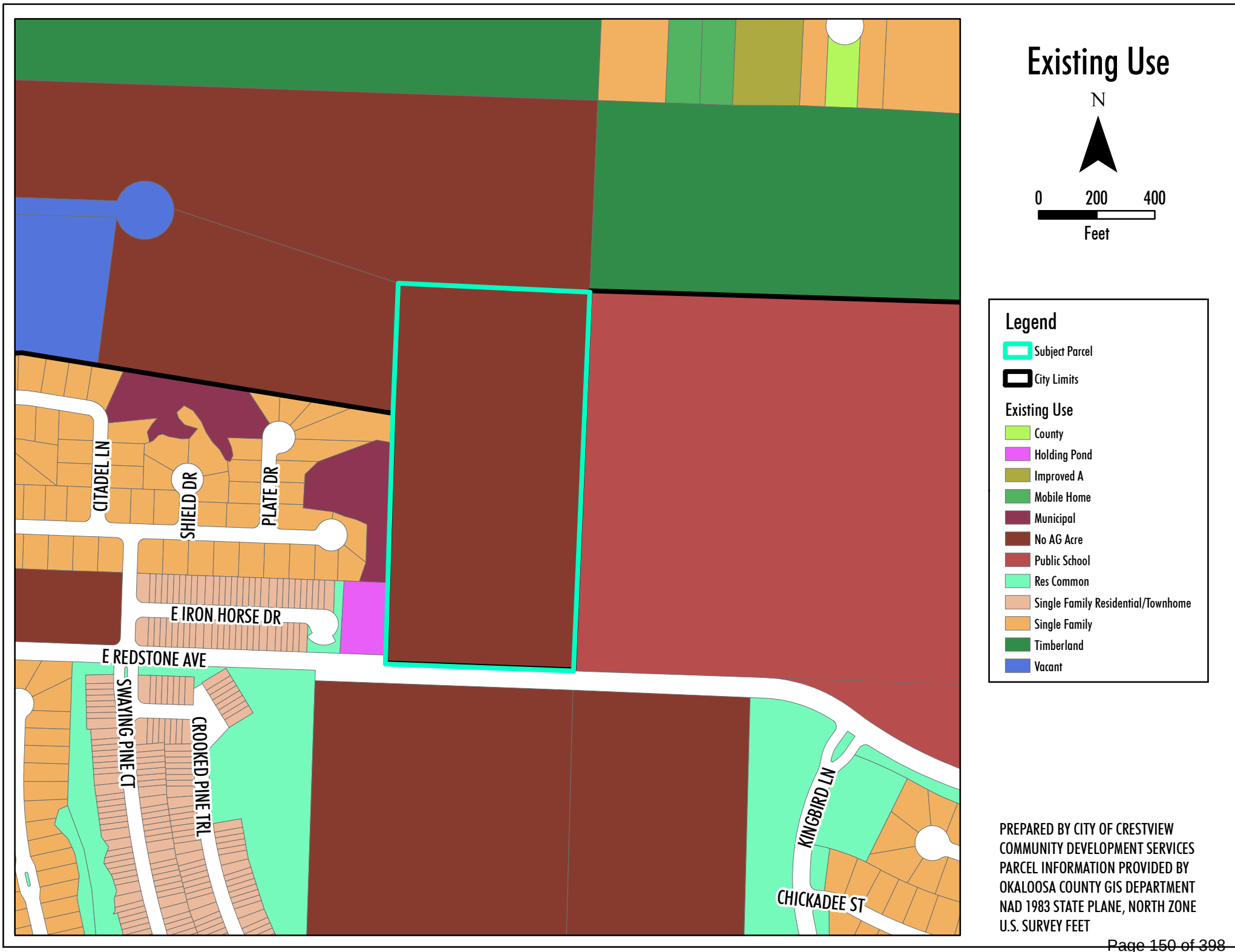
Vicinity Map



Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use



0 200 400
Feet

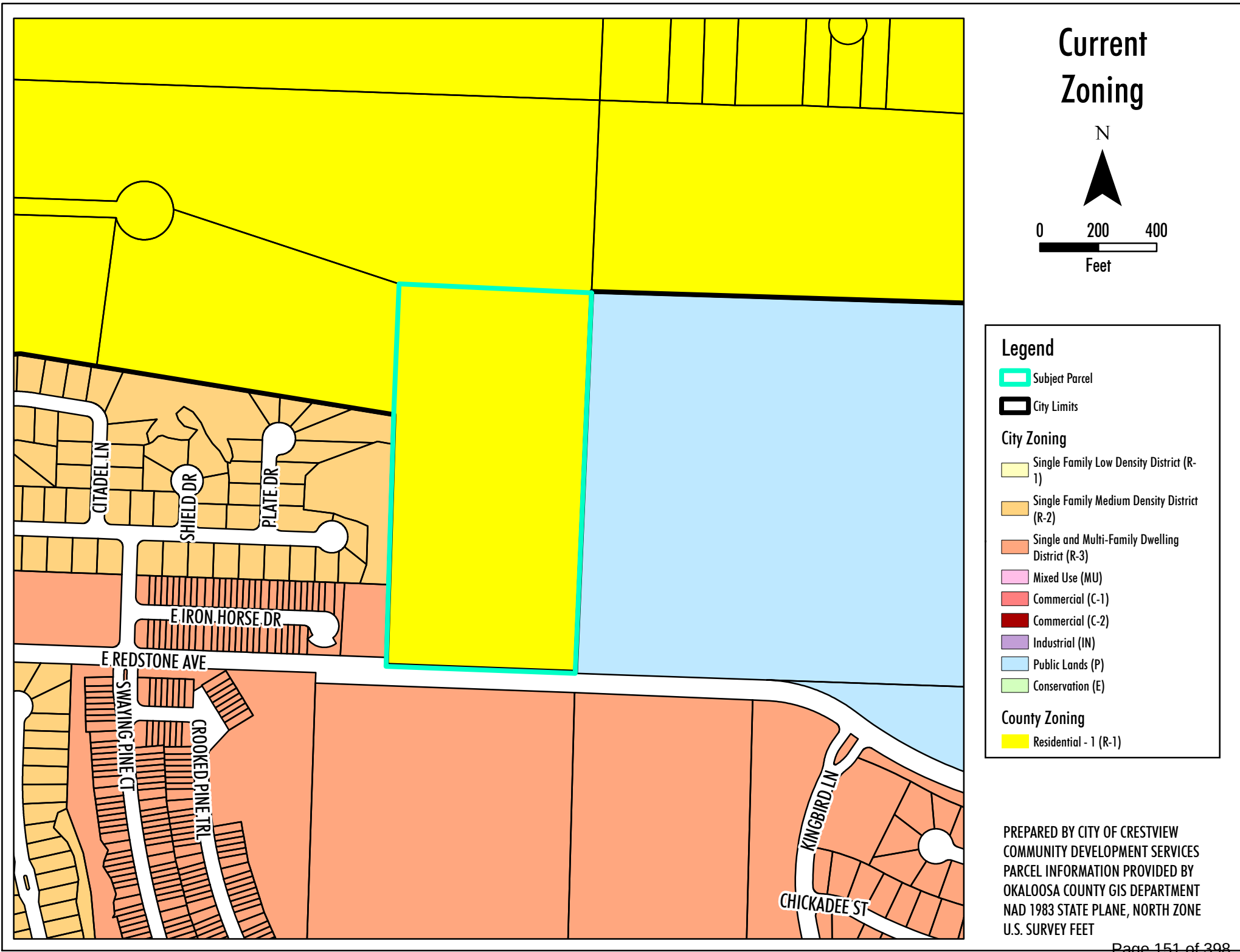
Legend

- Subject Parcel
- City Limits

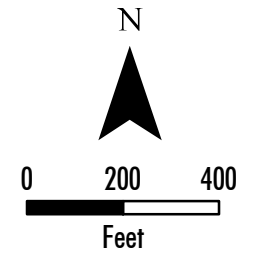
Existing Use

- County
- Holding Pond
- Improved A
- Mobile Home
- Municipal
- No AG Acre
- Public School
- Res Common
- Single Family Residential/Townhome
- Single Family
- Timberland
- Vacant

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Adopted Zoning



Legend

 Subject Parcel

 City Limits

City Zoning

 Single Family Low Density District (R-1)

 Single Family Medium Density District (R-2)

 Single and Multi-Family Dwelling District (R-3)

 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

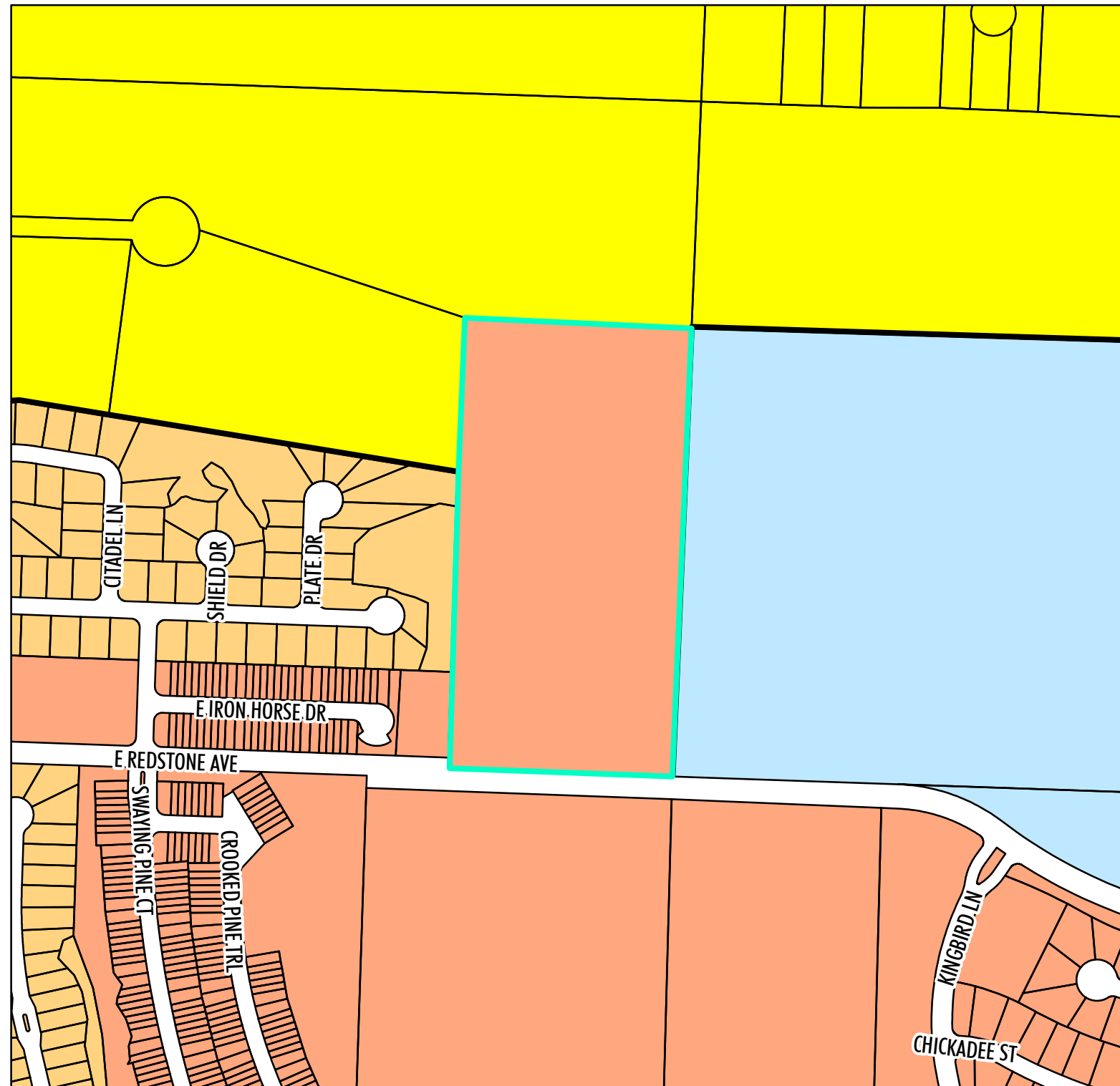
 Industrial (IN)

 Public Lands (P)

 Conservation (E)

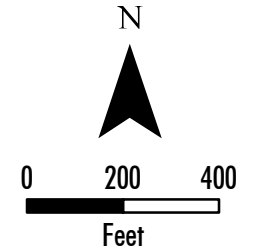
County Zoning

 Residential - 1 (R-1)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

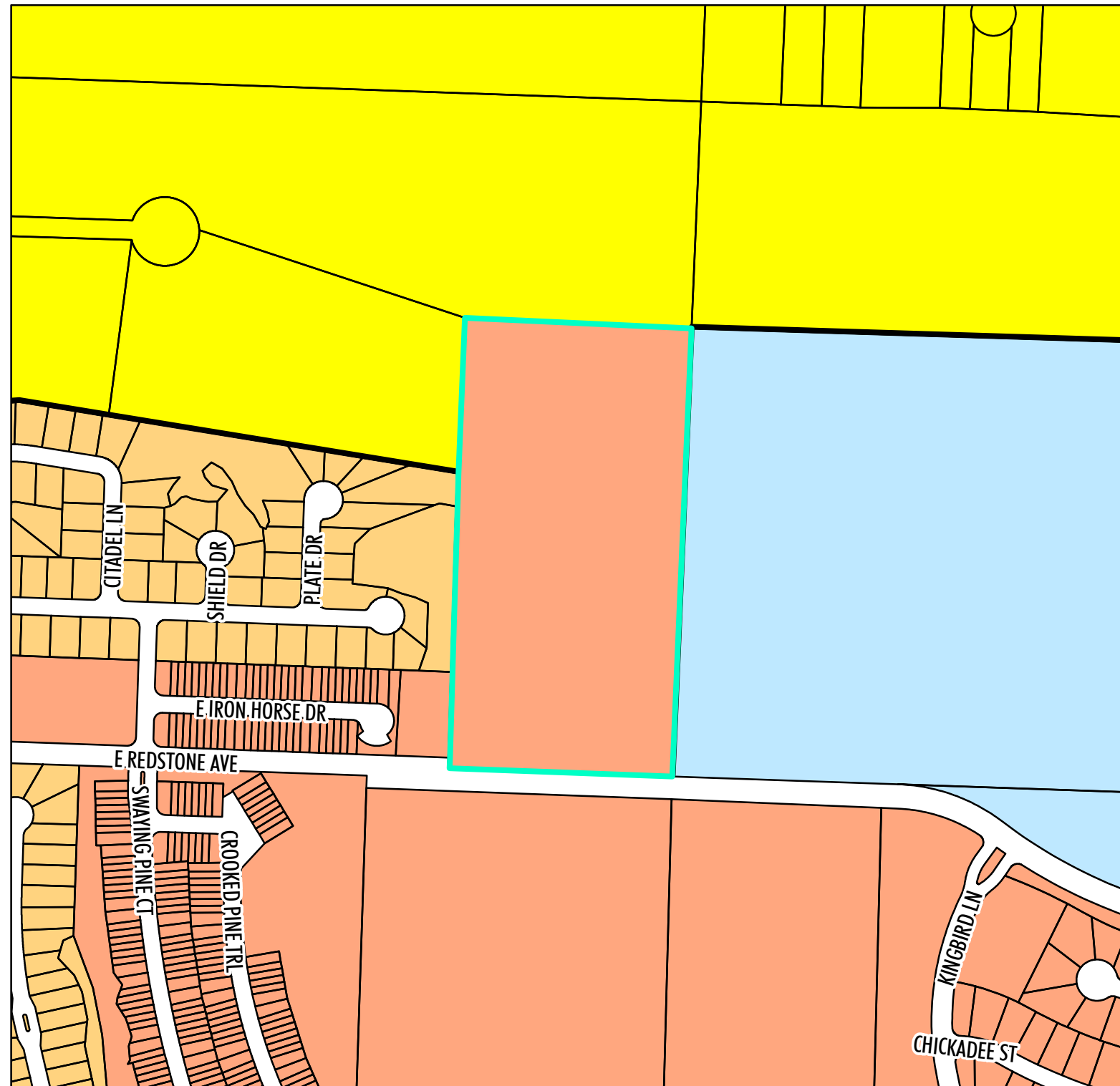
City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 200 400
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

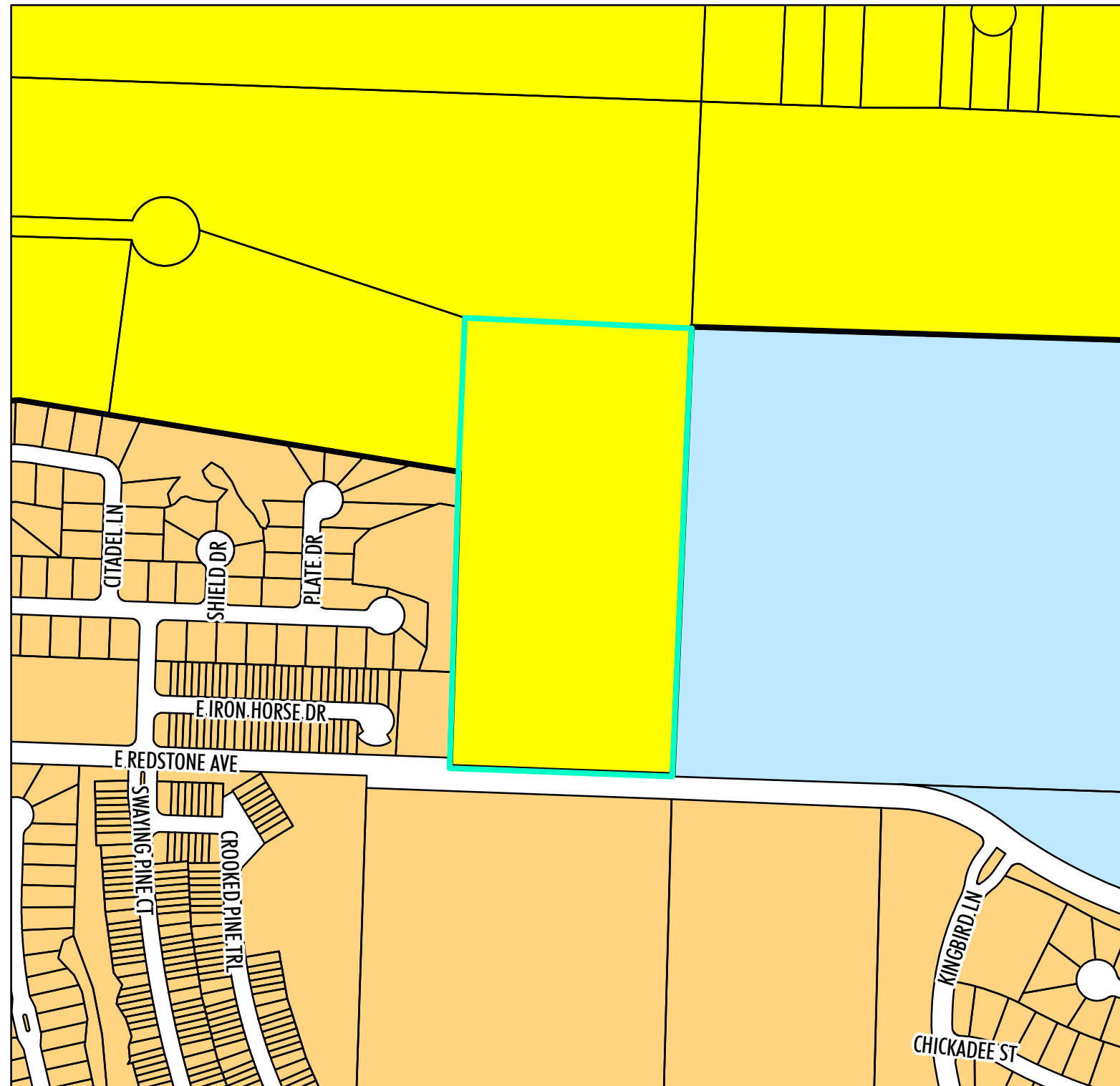
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



PREPARED BY CITY OF CRESTVIEW
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PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

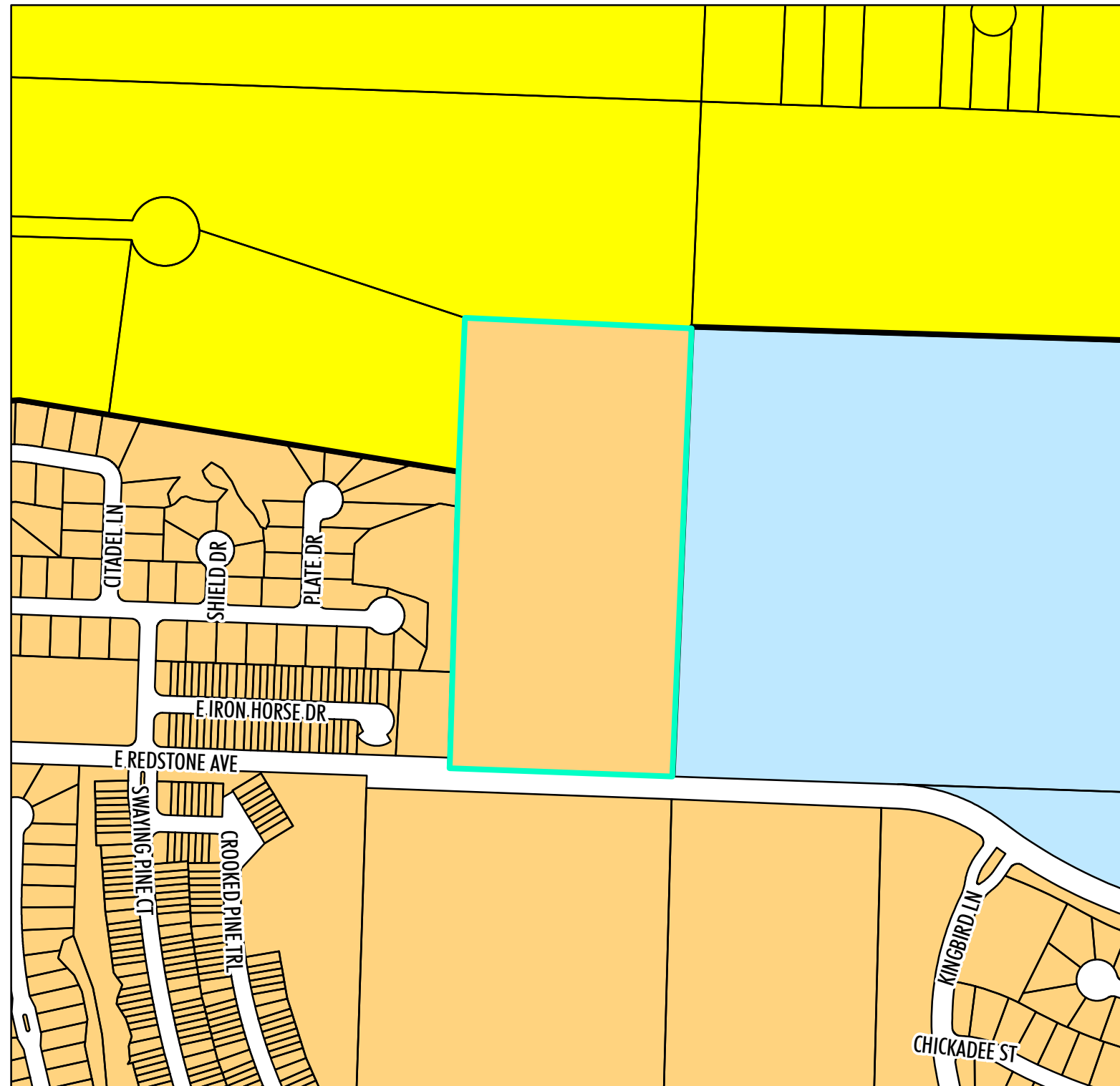
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Adopted Future Land Use



0 200 400
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

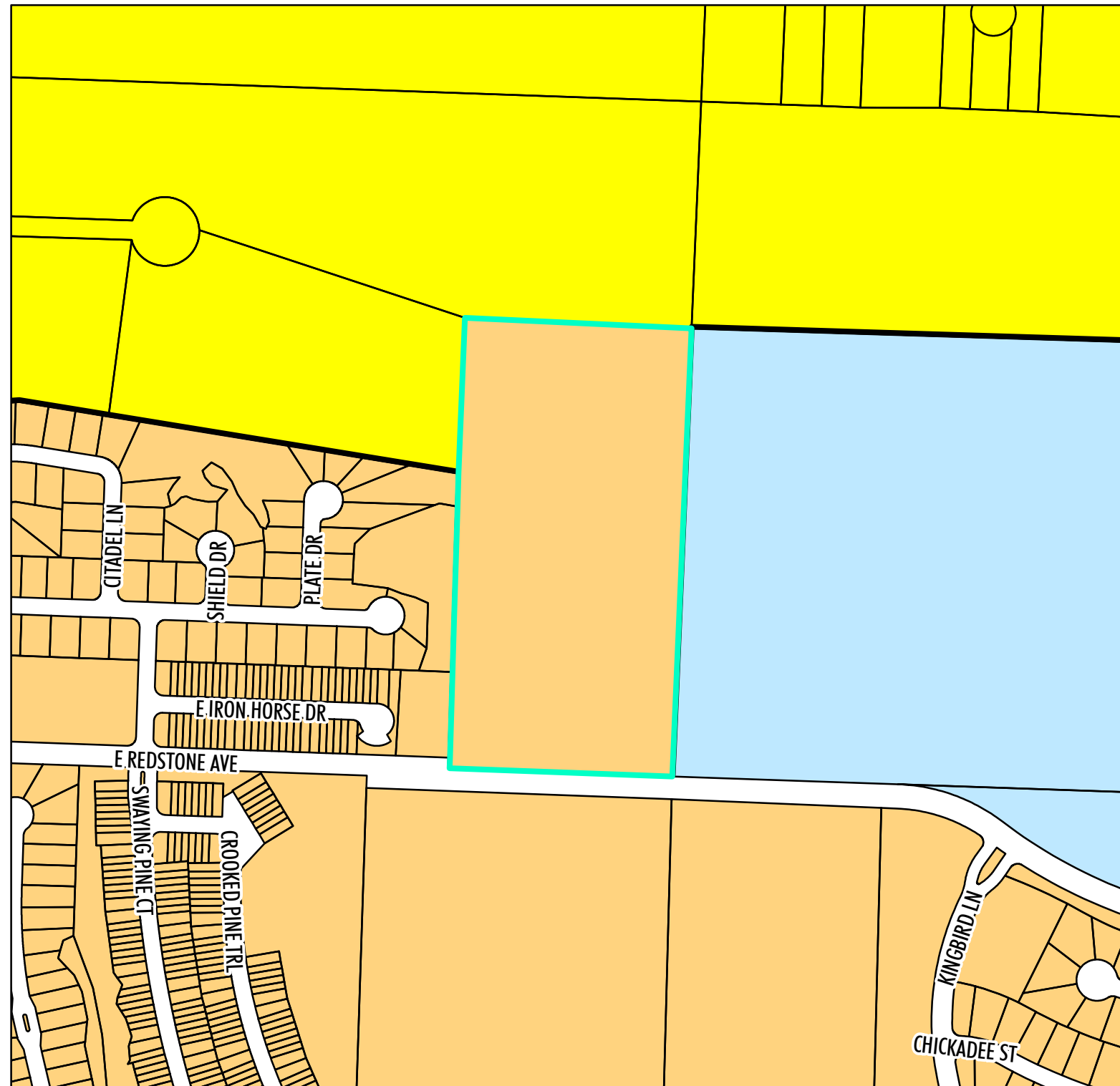
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 1/18/2022
SUBJECT: Ordinance 1837 - Old Bethel Road Annexation

BACKGROUND:

On September 15, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Old Bethel Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The Planning and Development Board recommended approval of the request on January 3, 2022, and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Phil-Dirt Industries Inc
5820 Phil-Dirt Rd
Crestview, FL 325361313
Parcel ID: 31-4N-23-0000-0002-0000
31-4N-23-0000-0001-0000
Site Size: 48.48 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential/Vacant
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Low Density Residential (LDR)	Single and Multi-Family Density Dwelling District (R-3)	Vacant
West	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential

The subject property is vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of two (2) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 11, 2021. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on October 18, 2021. The property was posted on October 19, 2021 and updated on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising is approximately \$700.00.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1837 on 2nd Reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1837

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 48.48 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 31-4N-23-0000-0002-0000 & 31-4N-23-0000-0001-0000 (Deed recorded in Book 2186, page 2564, dated October 28, 1998)

PARCEL 1:

THE NORTH ½ OF THE NORTH ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼, LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

PARCEL 2:

THE SOUTH ¾ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ AND THE NORTH ¼ OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼, LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land

use category for the parcel as Residential with Single and Multi-Family Density Dwelling District (R-3) to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

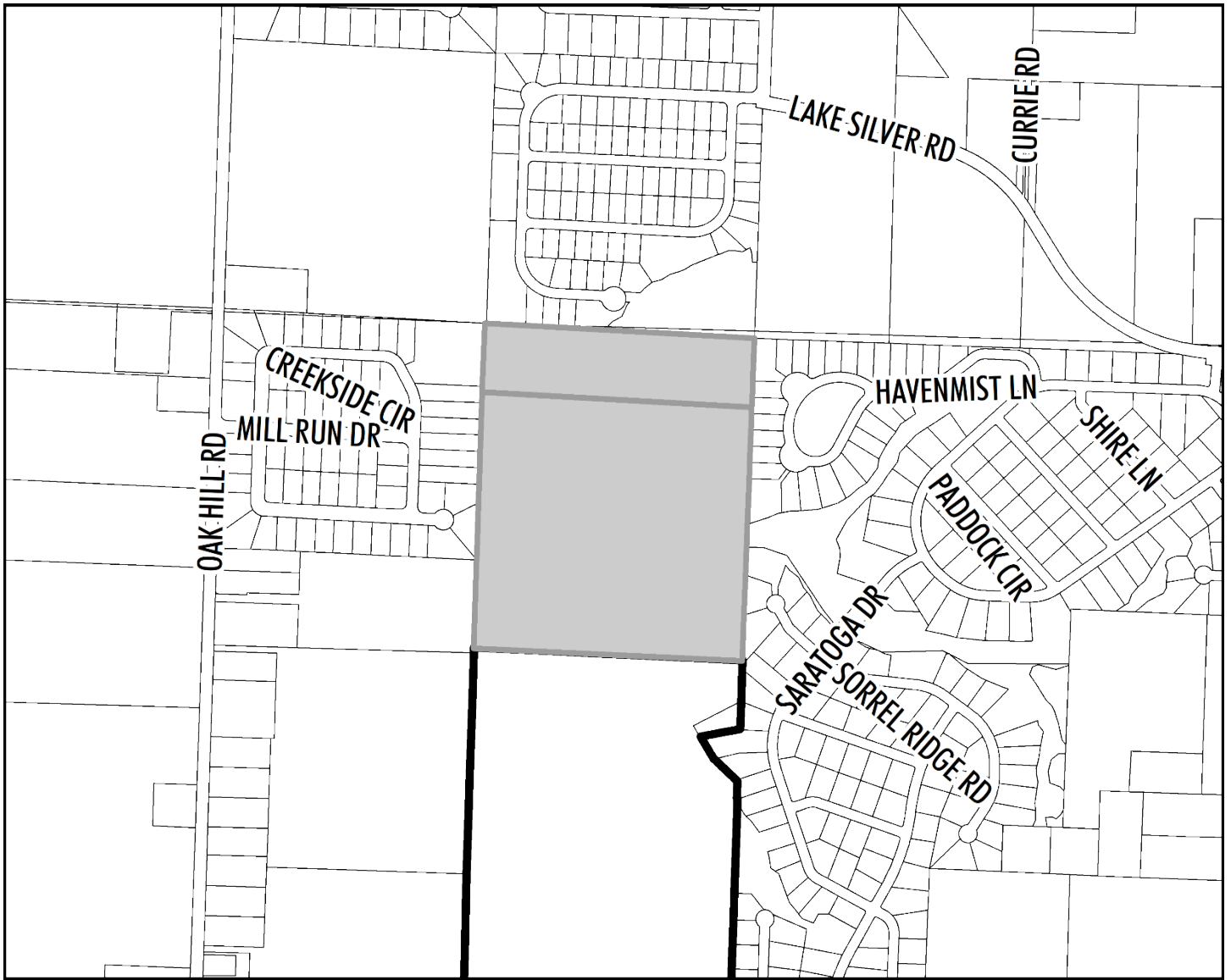
**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2022.**

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

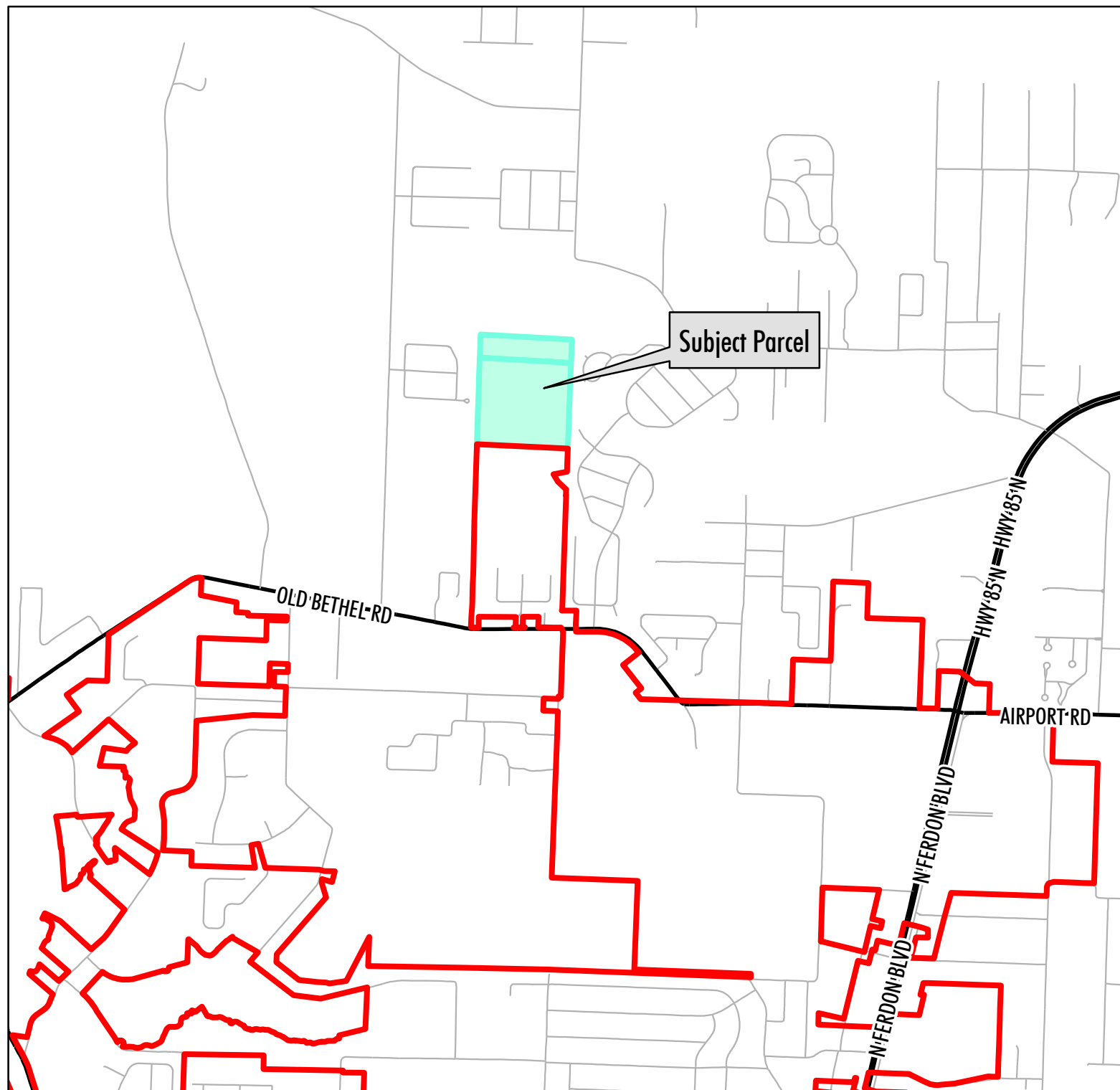
J. B. Whitten
Mayor



Vicinity Map



Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 200 400
Feet

Legend

Subject Parcels

City Limits

Existing Use

Common Area

County

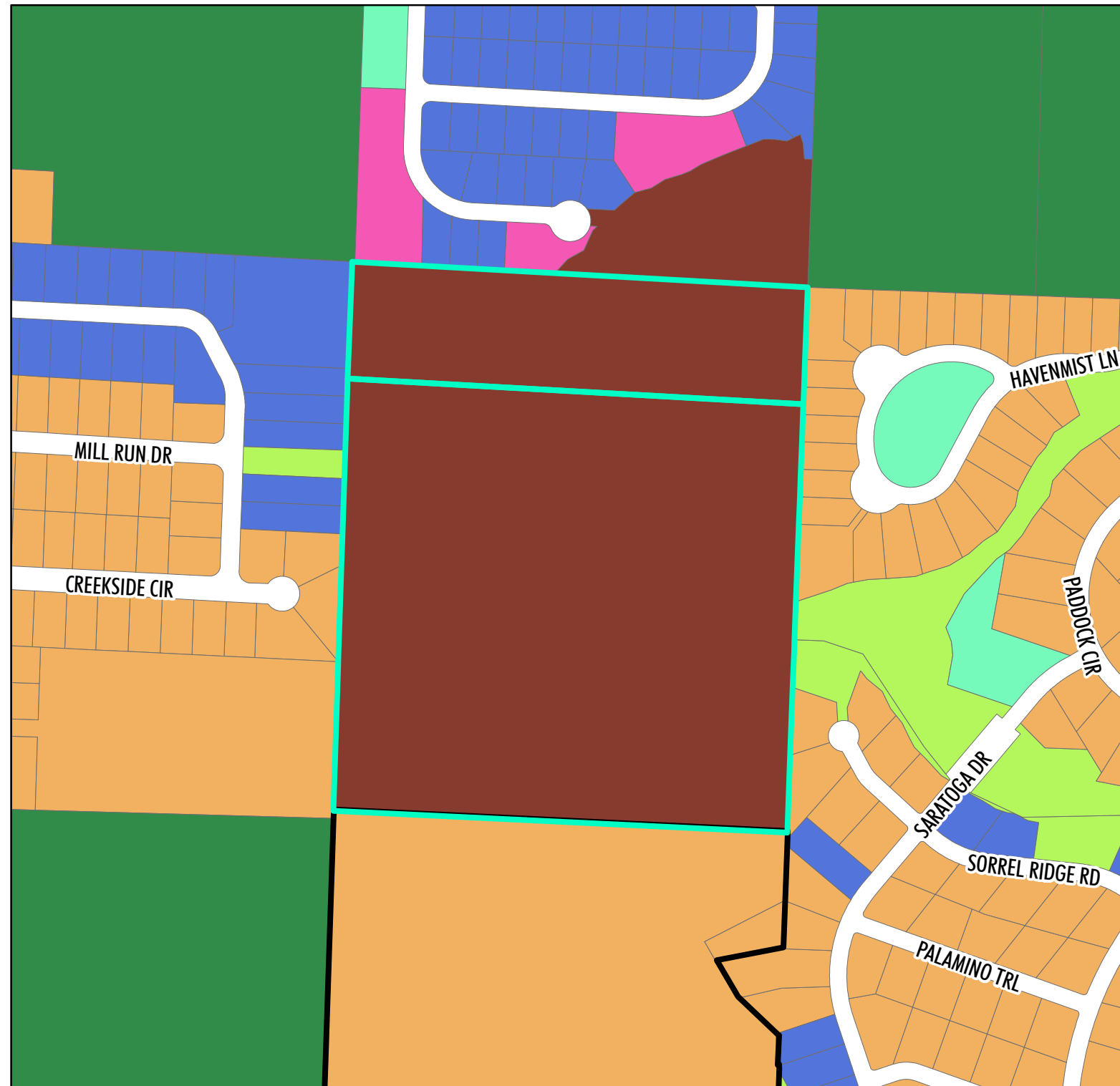
No AG Acre

Res Common

Single Family

Timberland

Vacant



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 200 400
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Low Density Residential (LDR)
- Rural Residential (RR)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



0 200 400
Feet

Legend

 Subject Parcels

 City Limits

City Zoning

 Single Family Low Density District (R-1)

 Single Family Medium Density District (R-2)

 Single and Multi-Family Dwelling District (R-3)

 Mixed Use (MU)

 Commercial (C-1)

 Commercial (C-2)

 Industrial (IN)

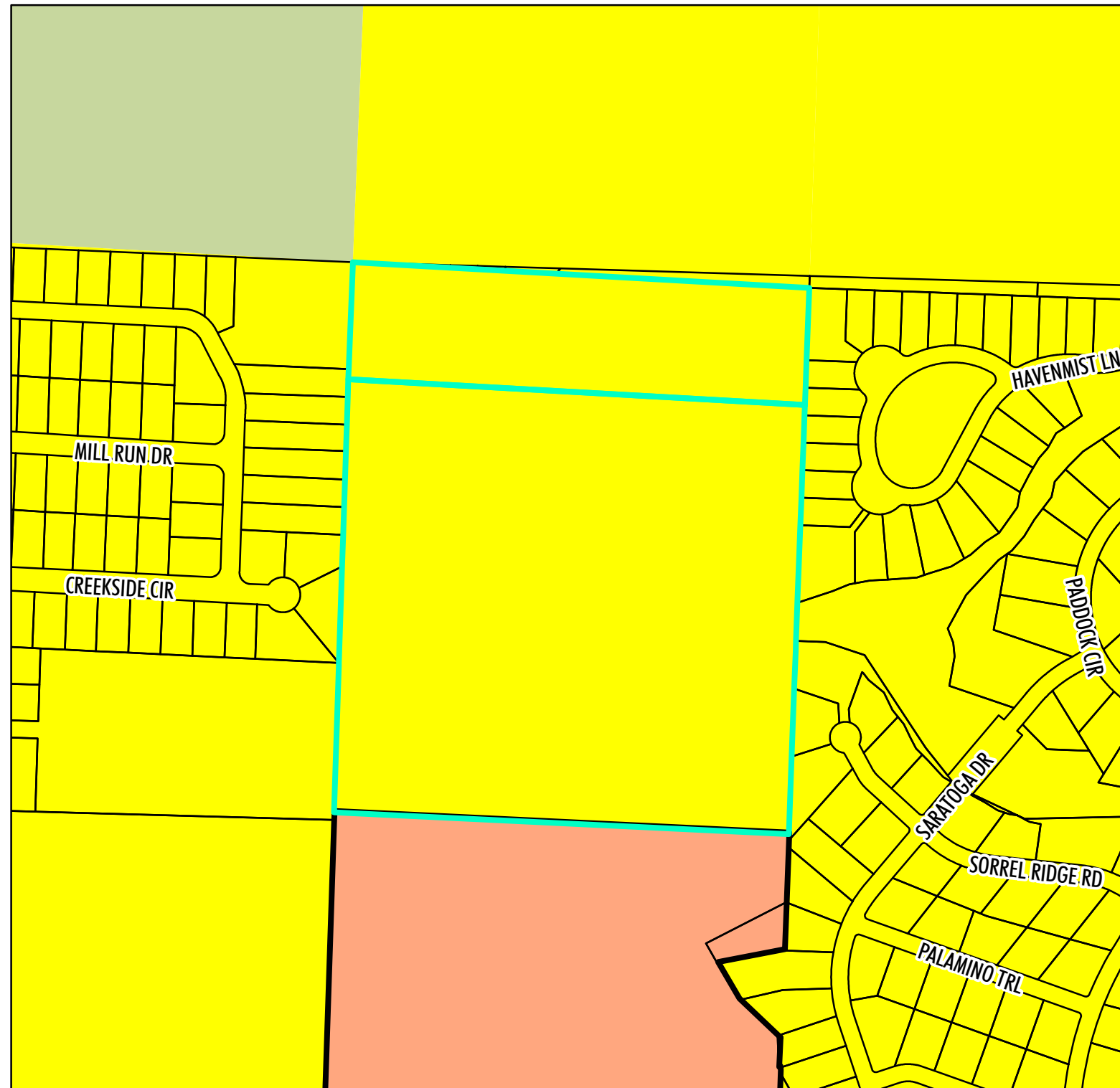
 Public Lands (P)

 Conservation (E)

County Zoning

 Rural Residential (RR)

 Residential - 1 (R-1)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

 Subject Parcels

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

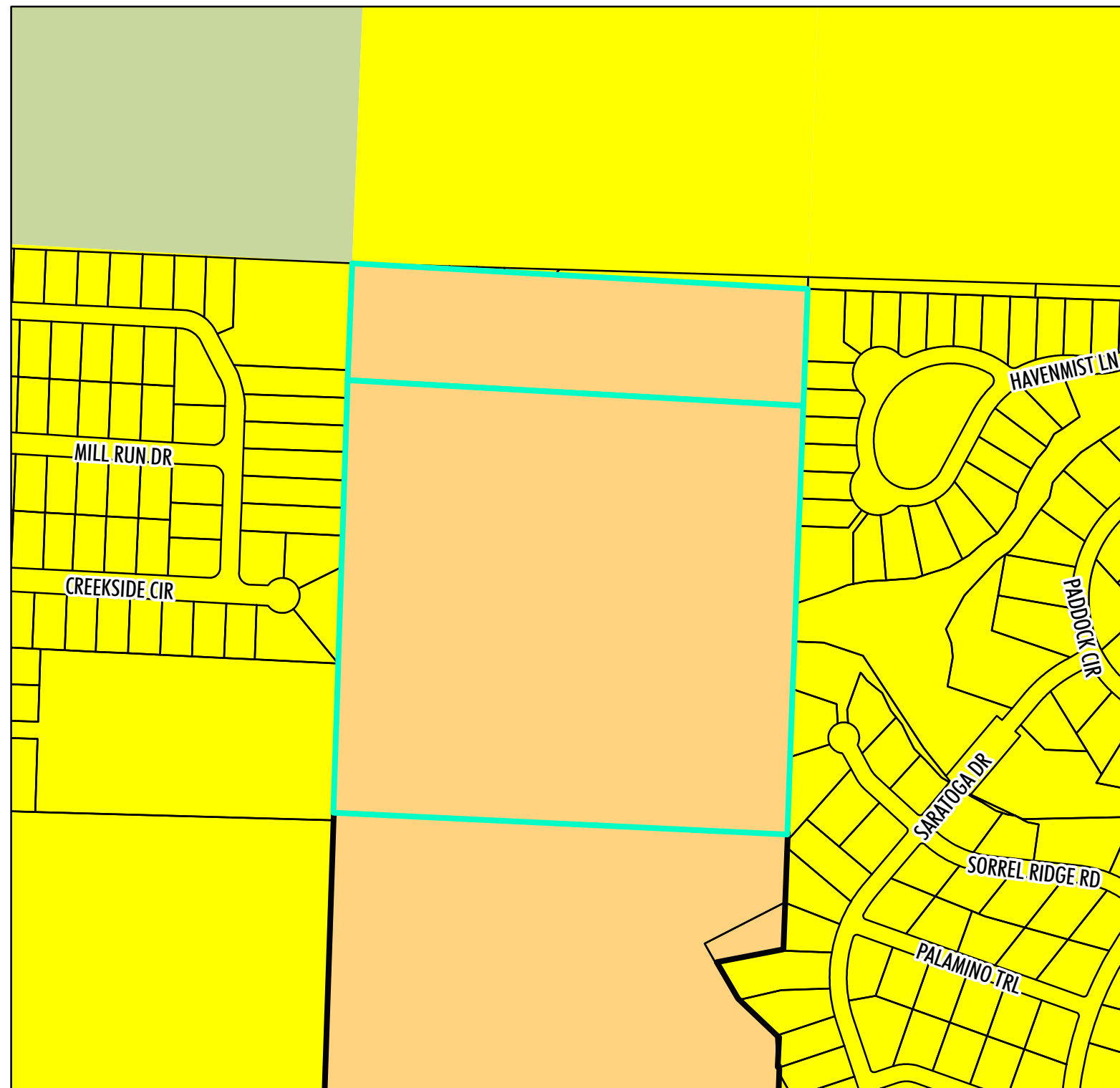
 Public Lands (PL)

 Residential (R)

County Future Land Use

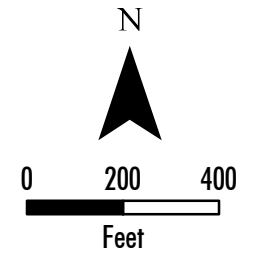
 Low Density Residential (LDR)

 Rural Residential (RR)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

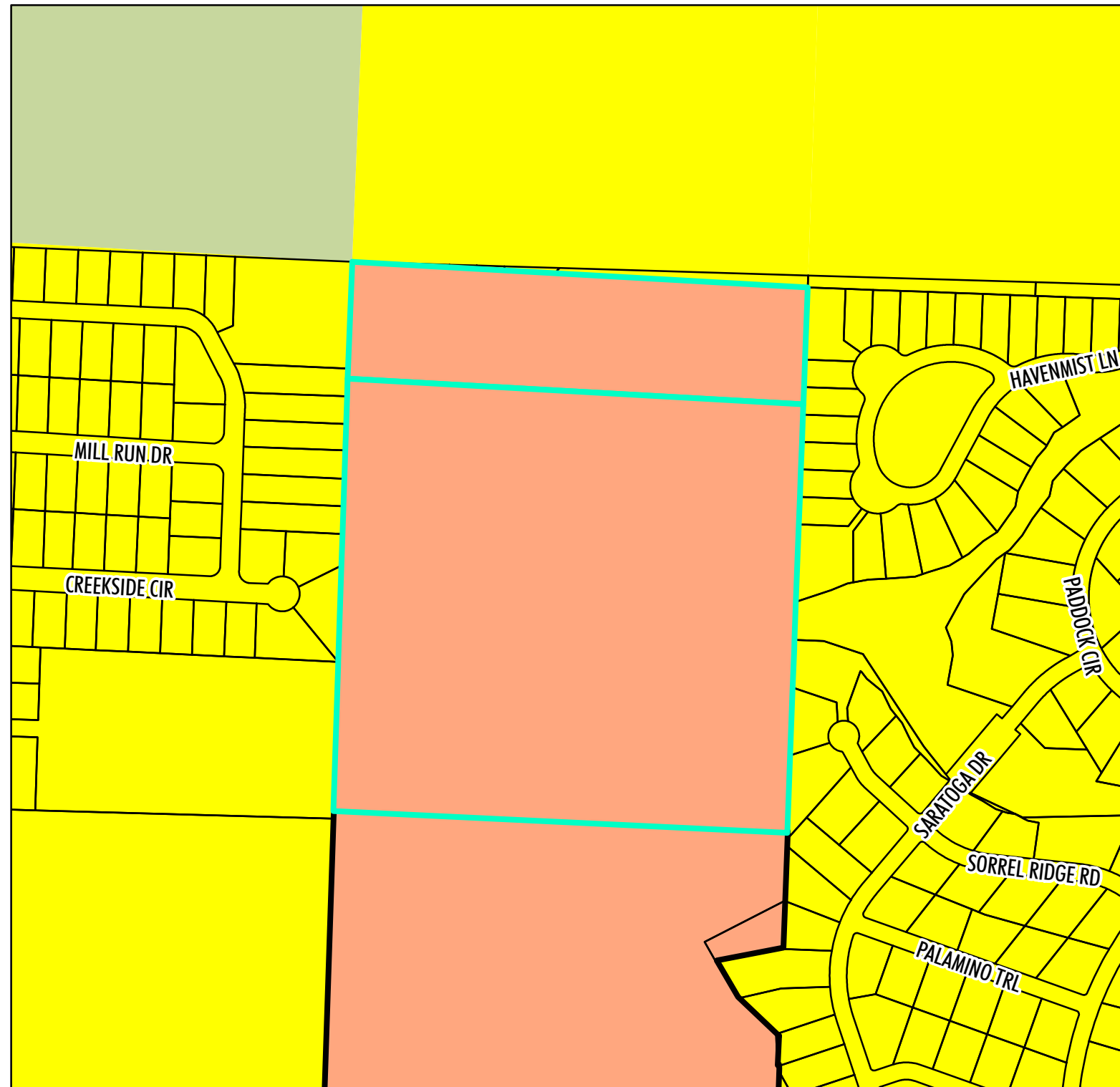
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Rural Residential (RR)
- Residential - 1 (R-1)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1838 - Old Bethel Road Comprehensive Plan Amendment

BACKGROUND:

On September 15, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Old Bethel Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Residential (R) future land use designation for the property.

The Planning and Development Board recommended approval on January 3, 2022, and the first reading was on January 10, 2021.

DISCUSSION:

The property description is as follows:

Property Owner: Phil-Dirt Industries Inc
5820 Phil-Dirt Rd
Crestview, FL 325361313
Parcel ID: 31-4N-23-0000-0002-0000
31-4N-23-0000-0001-0000
Site Size: 48.48 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential/Vacant
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Low Density Residential (LDR)	Single and Multi-Family Density Dwelling District (R-3)	Vacant

West	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
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The subject property is vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential use.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city’s comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment involves less than 10 acres.
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 11, 2021. The property was posted on October 19, 2021 and updated on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1838 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1838

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUTNY LOW DENSITY RESIDENTIAL TO RESIDENTIAL ON APPROXIMATELY 48.48 ACRES, MORE OR LESS, IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Low Density Residential to Residential on a parcel of land containing 48.48 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 48.48 acres of land, more or less, from Okaloosa County Low Density Residential to Residential. For the purposes of this Ordinance and Comprehensive Plan Amendment, the 48.48 acres, more or less, is known as Parcels 31-4N-23-0000-0002-0000 & 31-4N-23-0000-0001-0000 and commonly described as:

PARCEL 1:

THE NORTH ½ OF THE NORTH ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼,
LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST,
OKALOOSA COUNTY, FLORIDA.

PARCEL 2:

THE SOUTH ¼ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ AND THE NORTH ¼ OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼, LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

The Residential Future Land Use Category is hereby imposed on Parcels 31-4N-23-0000-0002-0000 & 31-4N-23-0000-0001-0000. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcels 31-4N-23-0000-0002-0000 & 31-4N-23-0000-0001-0000 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2022.**

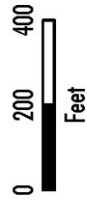
ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

Adopted Future Land Use



Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

Public Lands (PL)

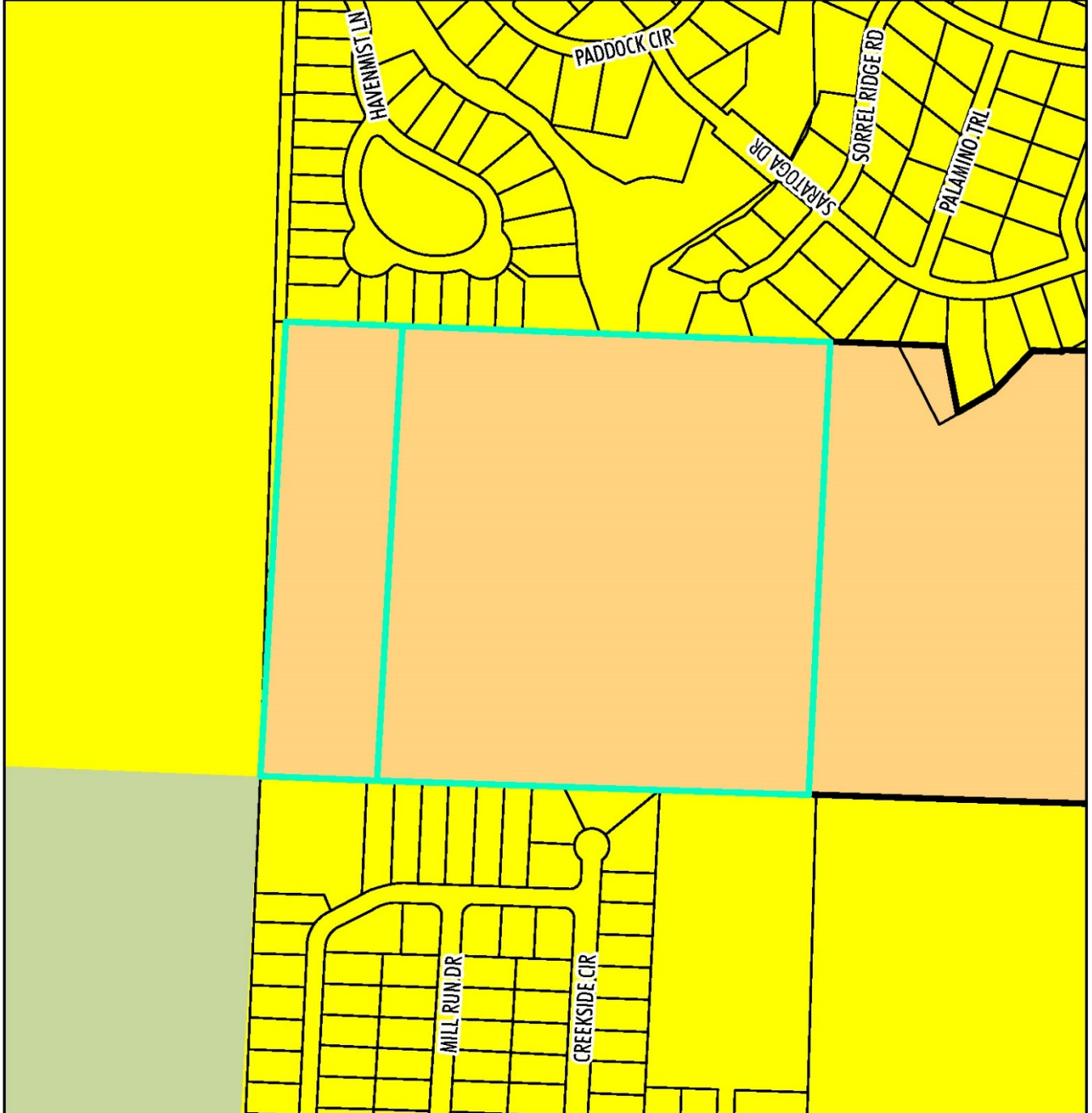
Residential (R)

County Future Land Use

Low Density Residential (LDR)

Rural Residential (RR)

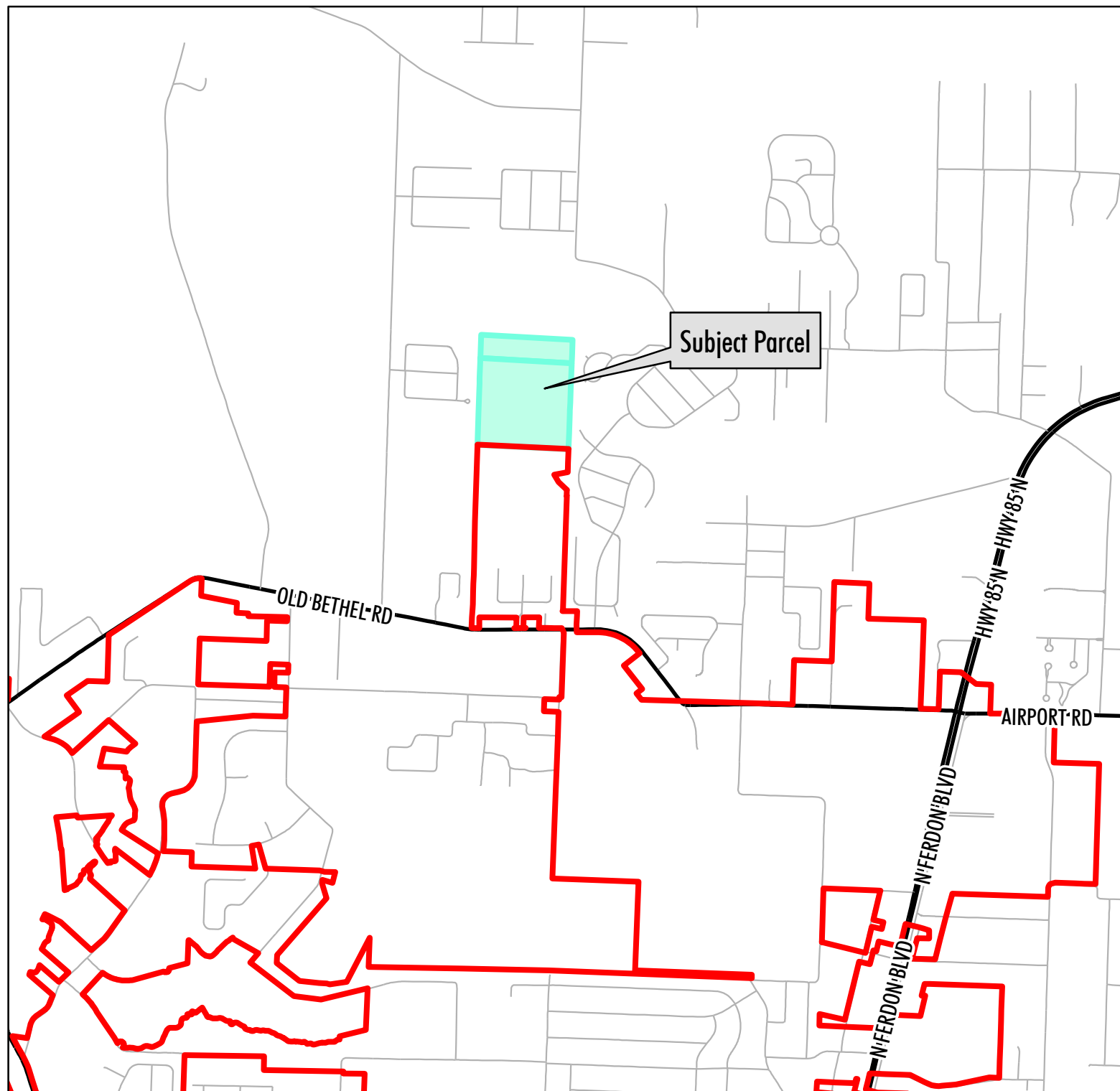
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Vicinity Map



Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 200 400
Feet

Legend

Subject Parcels

City Limits

Existing Use

Common Area

County

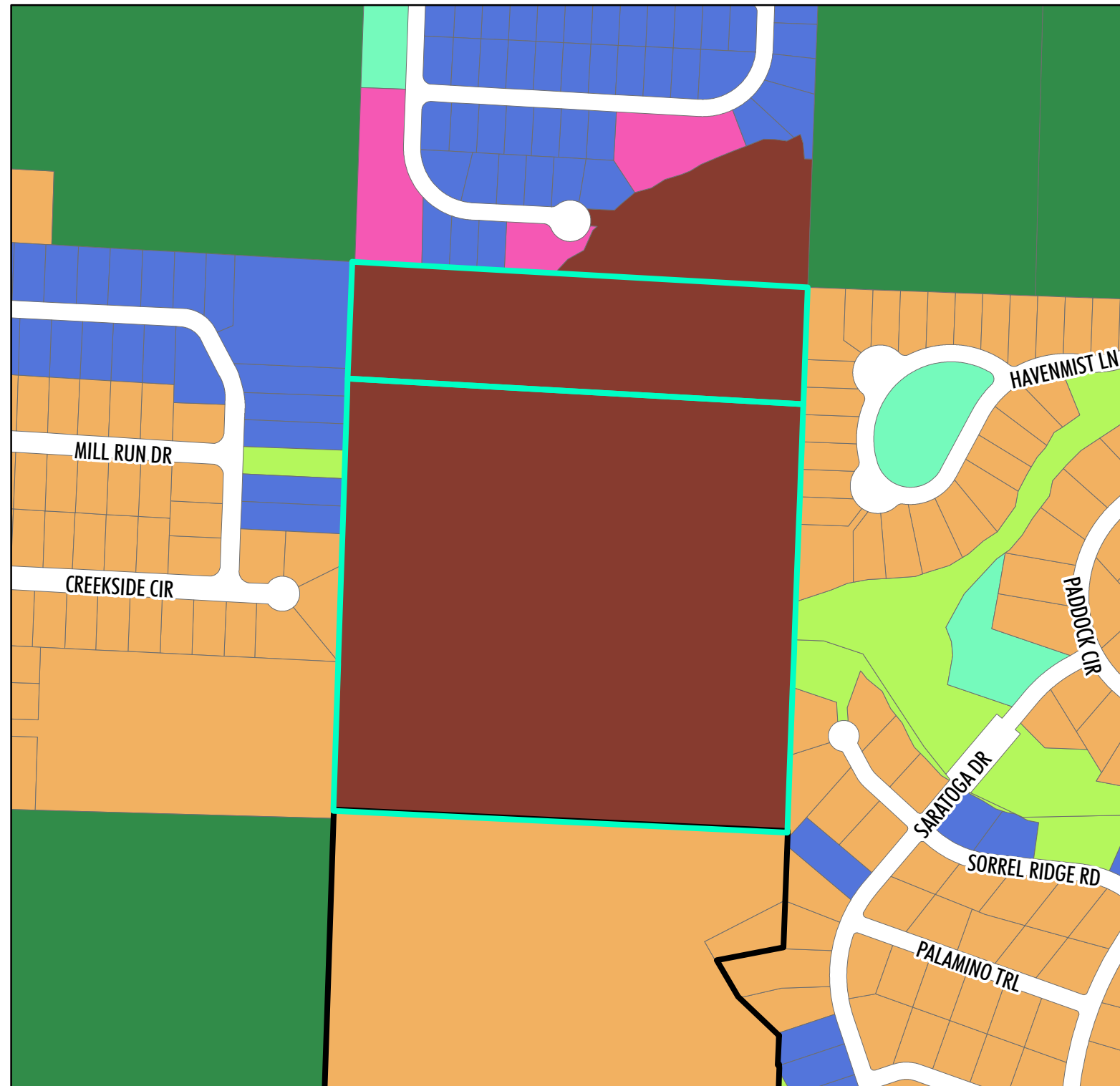
No AG Acre

Res Common

Single Family

Timberland

Vacant



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 200 400
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Low Density Residential (LDR)
- Rural Residential (RR)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



0 200 400
Feet

Legend

Subject Parcels

City Limits

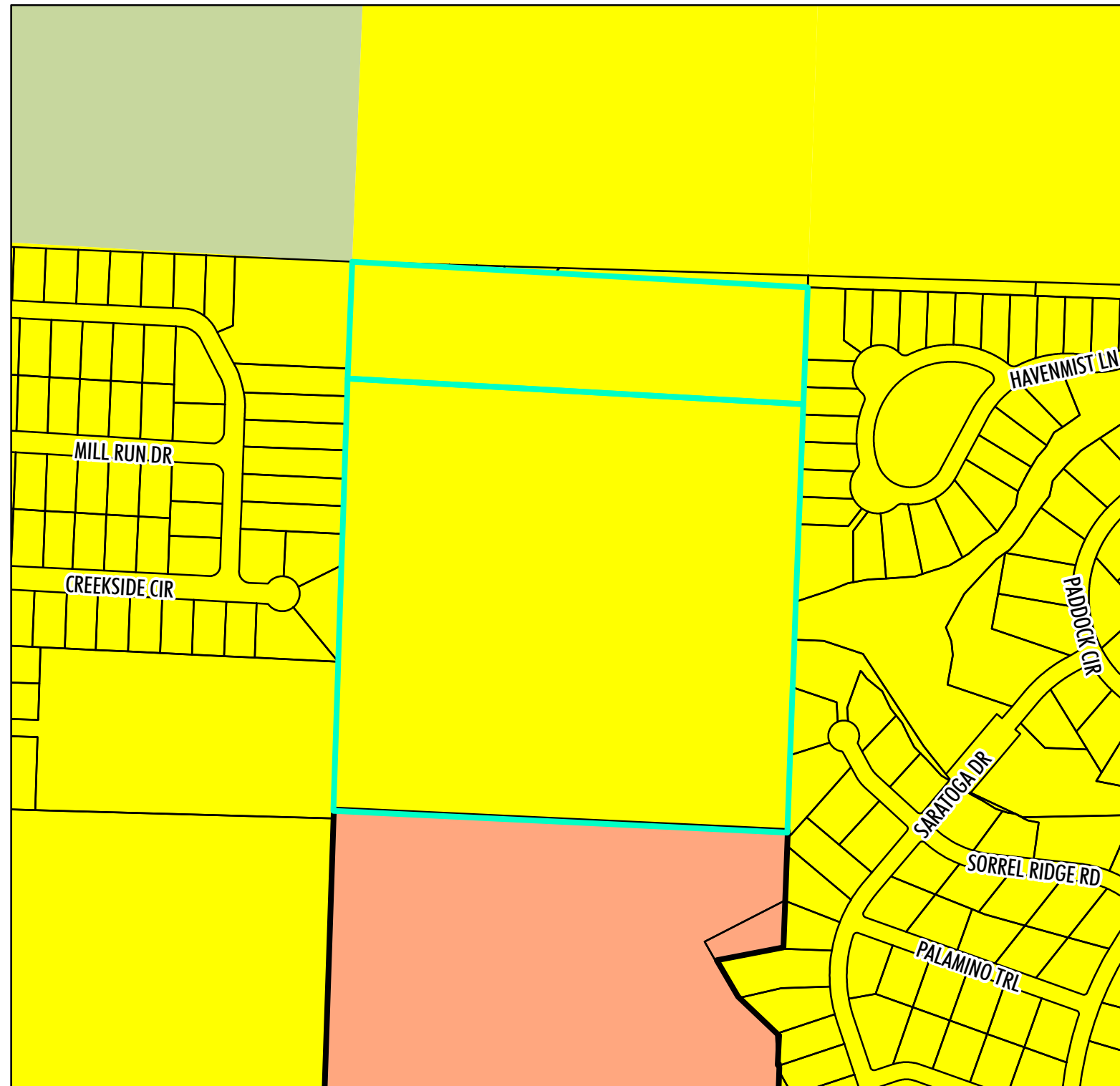
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Rural Residential (RR)
- Residential - 1 (R-1)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Future Land Use



0 200 400
Feet

Legend

 Subject Parcels

 City Limits

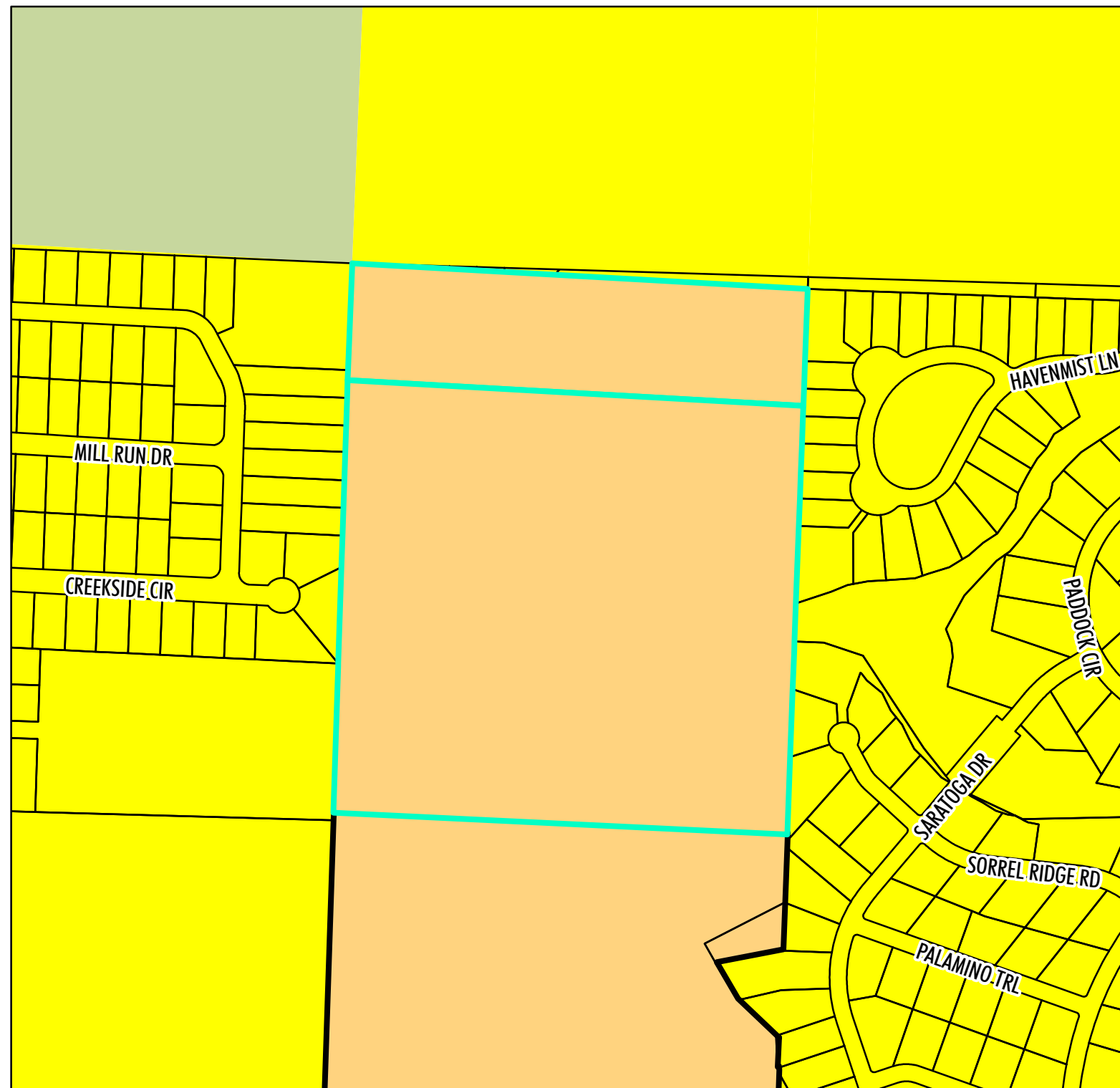
City Future Land Use

-  Commercial (C)
-  Industrial (IN)
-  Mixed Use (MU)
-  Conservation (CON)
-  Public Lands (PL)
-  Residential (R)

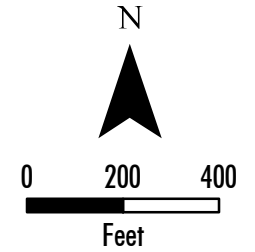
County Future Land Use

-  Low Density Residential (LDR)
-  Rural Residential (RR)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Zoning



Legend

Subject Parcels

City Limits

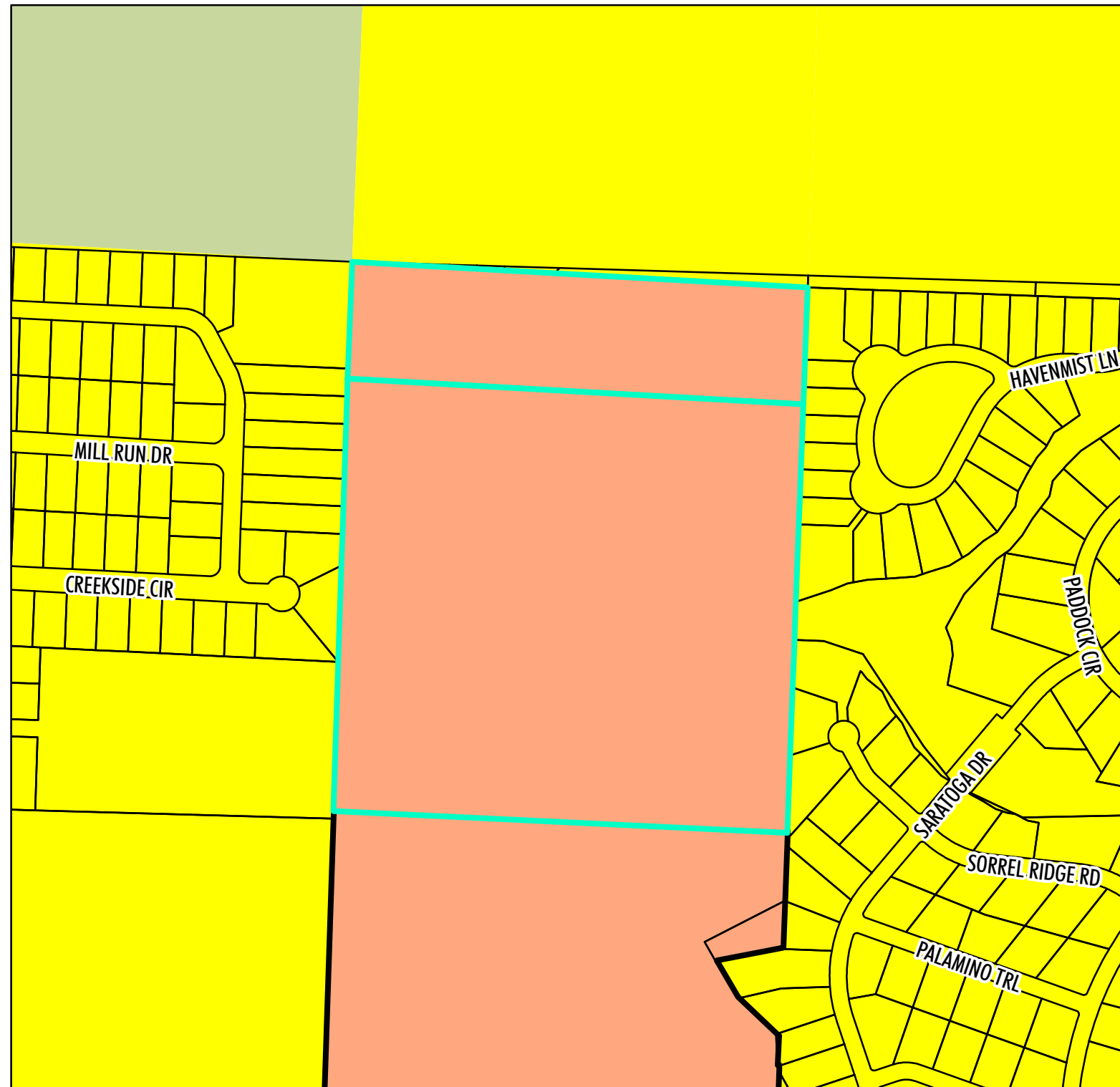
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Rural Residential (RR)
- Residential - 1 (R-1)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1839 - Old Bethel Road Rezoning

BACKGROUND:

On September 15, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Old Bethel Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property.

The Planning and Development Board recommended approval on January 3, 2022 and the first reading was on January 10, 2021.

DISCUSSION:

The property description is as follows:

Property Owner: Phil-Dirt Industries Inc
5820 Phil-Dirt Rd
Crestview, FL 325361313
Parcel ID: 31-4N-23-0000-0002-0000
31-4N-23-0000-0001-0000
Site Size: 48.48 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential/Vacant
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Low Density Residential (LDR)	Single and Multi-Family Density Dwelling District (R-3)	Vacant

West	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
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vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential use.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 11, 2021. The property was posted on October 19, 2021 and updated on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1839 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1839

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 48.48 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 ZONING DISTRICT TO THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 48.48 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 48.48 acres, more or less, being formerly zoned Okaloosa County Residential-1 with the Residential Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1838, is hereby rezoned to Single and Multi-Family Density Dwelling District (R-3) to wit:

PIN # 31-4N-23-0000-0002-0000 & 31-4N-23-0000-0001-0000

PARCEL 1:

THE NORTH ½ OF THE NORTH ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼, LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

PARCEL 2:

THE SOUTH ¾ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ AND THE NORTH ¼ OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼, LYING AND BEING IN SECTION 31, TOWNSHIP 4 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1838 and becomes legally effective.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

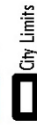
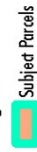
J. B. Whitten
Mayor

Adopted Zoning



0 200 400
Feet

Legend



City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

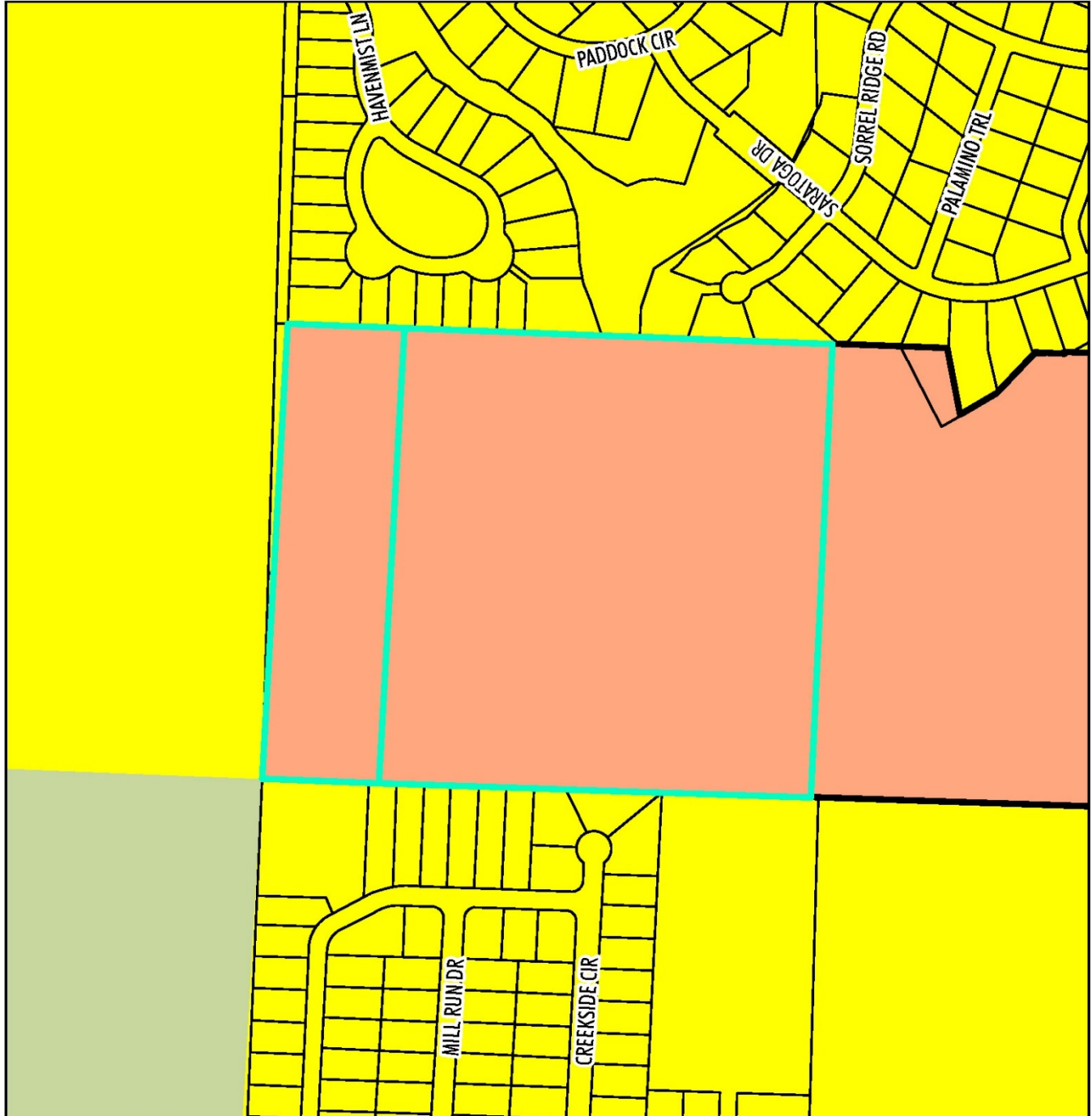
Public Lands (P)

Conservation (E)

County Zoning

Rural Residential (RR)

Residential - 1 (R-1)

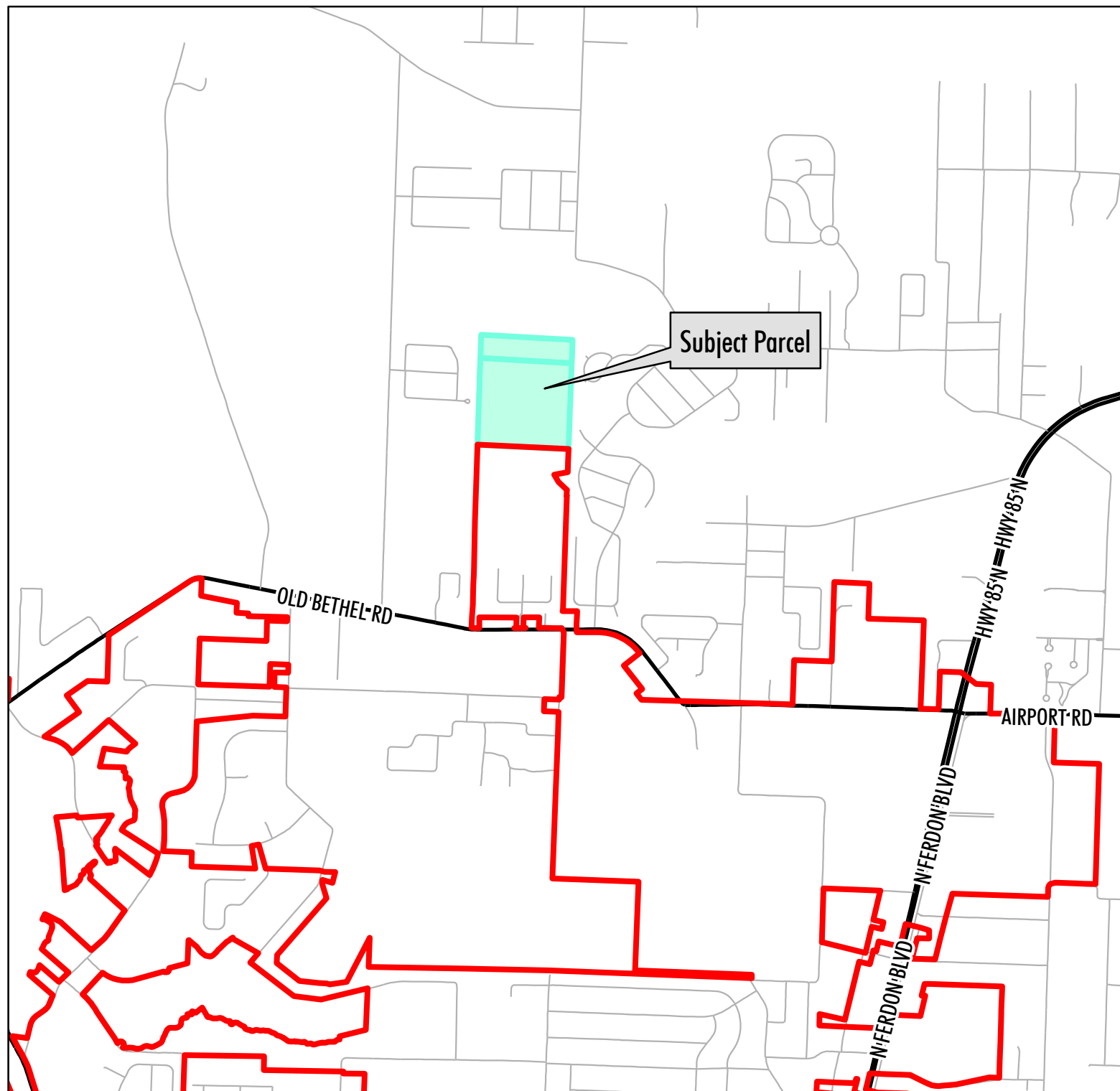


PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
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Vicinity Map



Not to Scale



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OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 200 400
Feet

Legend

Subject Parcels

City Limits

Existing Use

Common Area

County

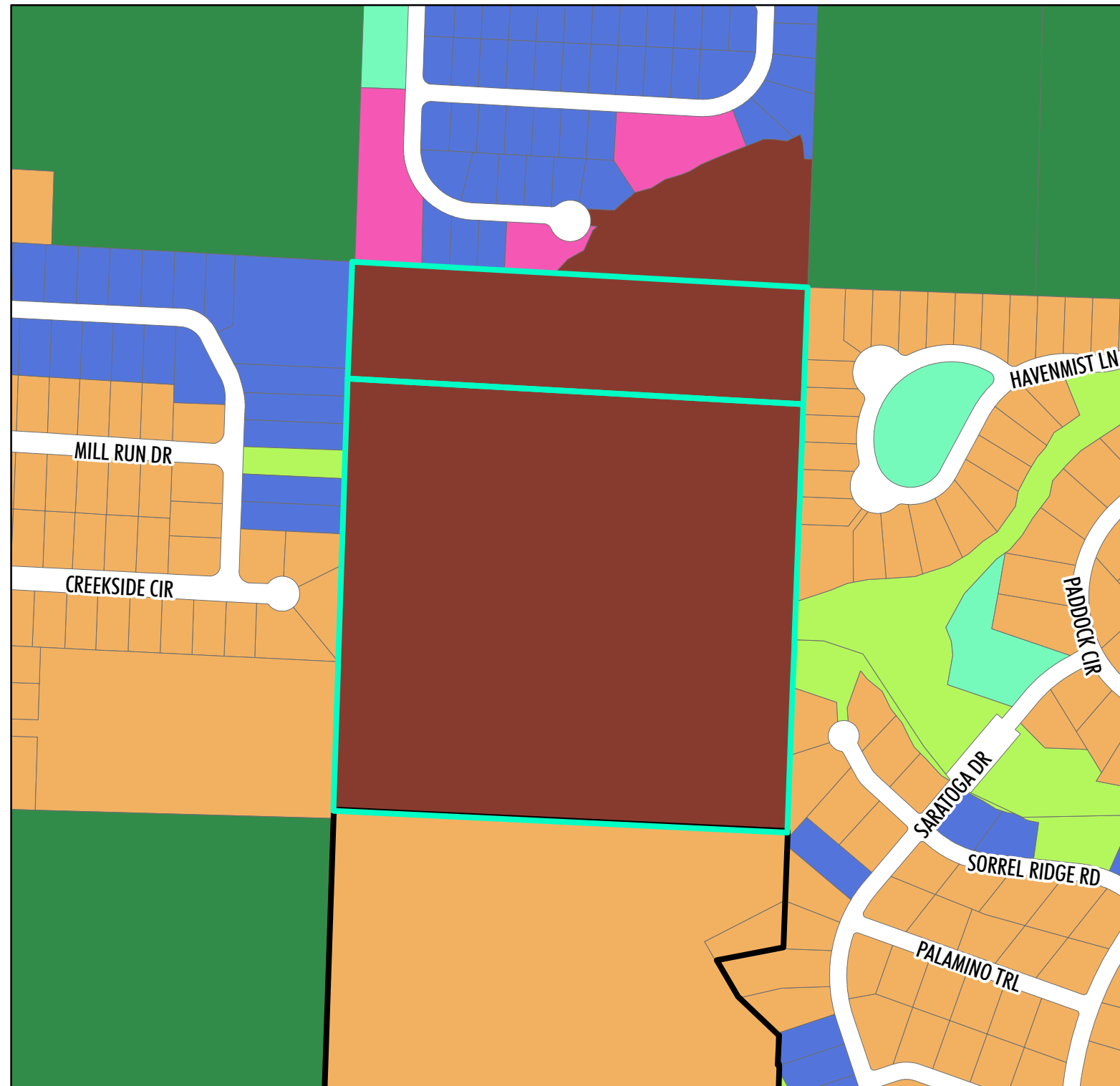
No AG Acre

Res Common

Single Family

Timberland

Vacant



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 200 400
Feet

Legend

 Subject Parcels

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

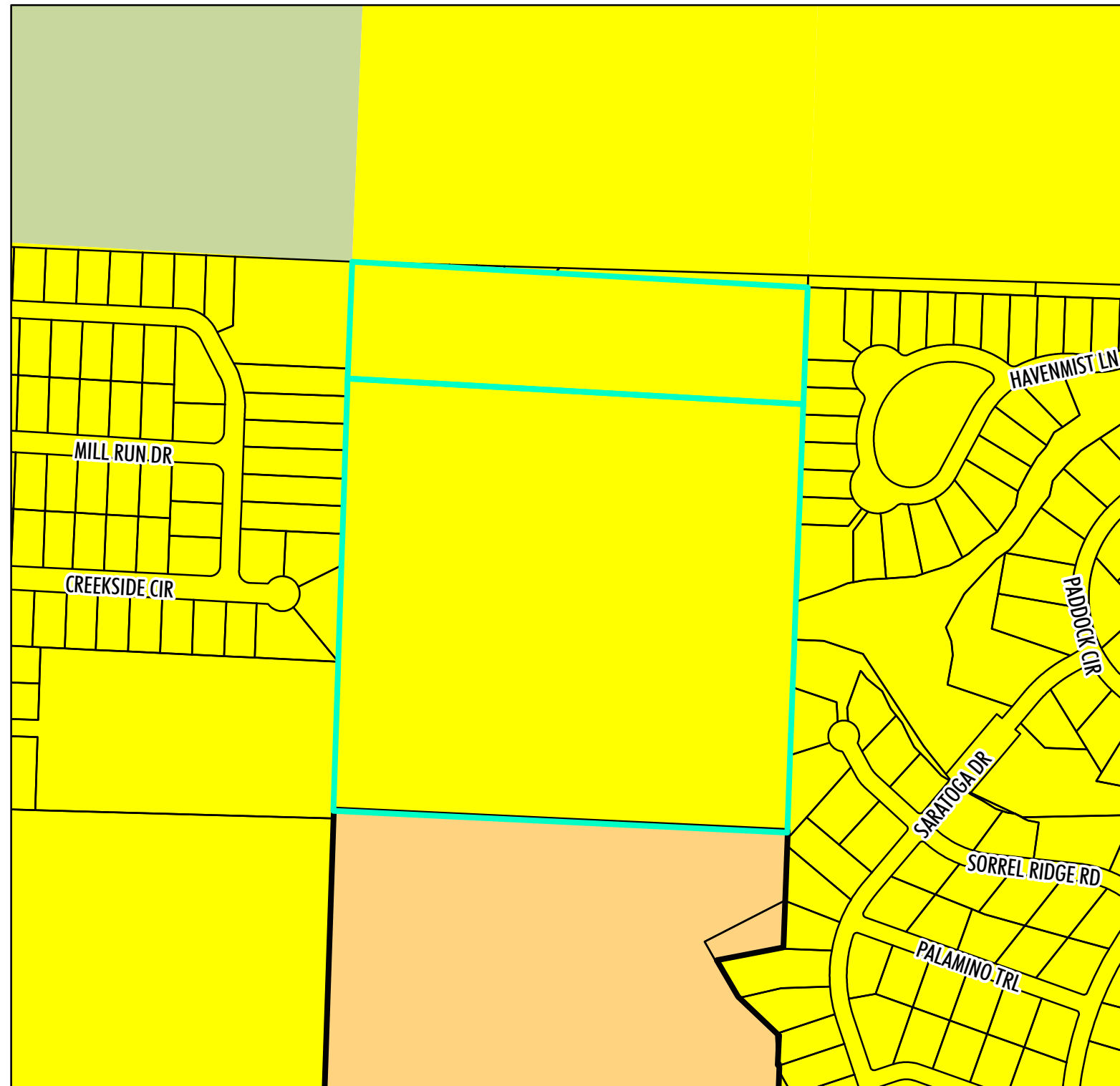
 Public Lands (PL)

 Residential (R)

County Future Land Use

 Low Density Residential (LDR)

 Rural Residential (RR)



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U.S. SURVEY FEET

Current Zoning



0 200 400
Feet

Legend

Subject Parcels

City Limits

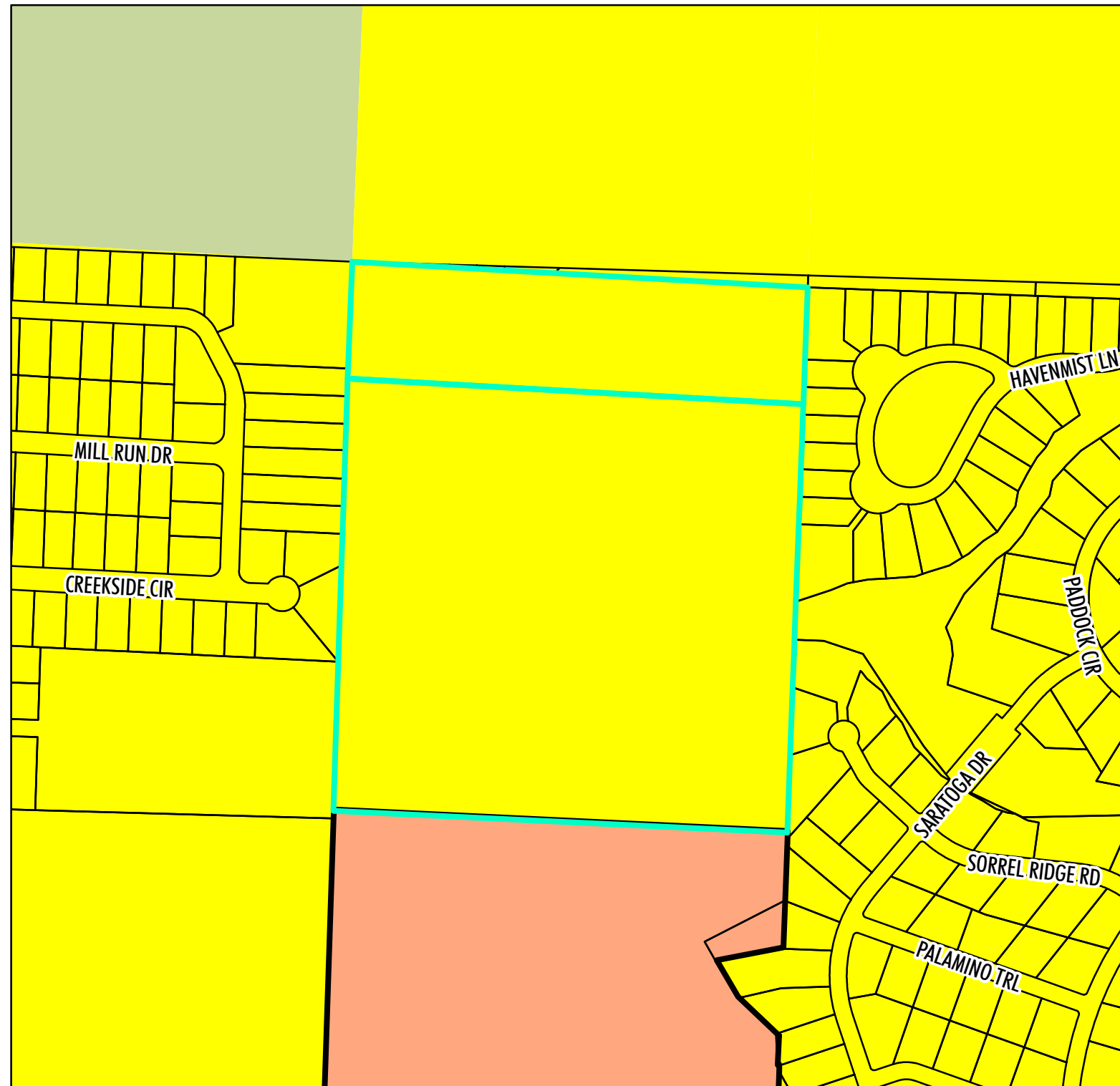
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Rural Residential (RR)
- Residential - 1 (R-1)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Future Land Use



0 200 400
Feet

Legend

 Subject Parcels

 City Limits

City Future Land Use

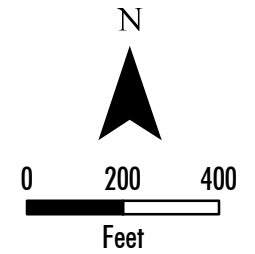
-  Commercial (C)
-  Industrial (IN)
-  Mixed Use (MU)
-  Conservation (CON)
-  Public Lands (PL)
-  Residential (R)

County Future Land Use

-  Low Density Residential (LDR)
-  Rural Residential (RR)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

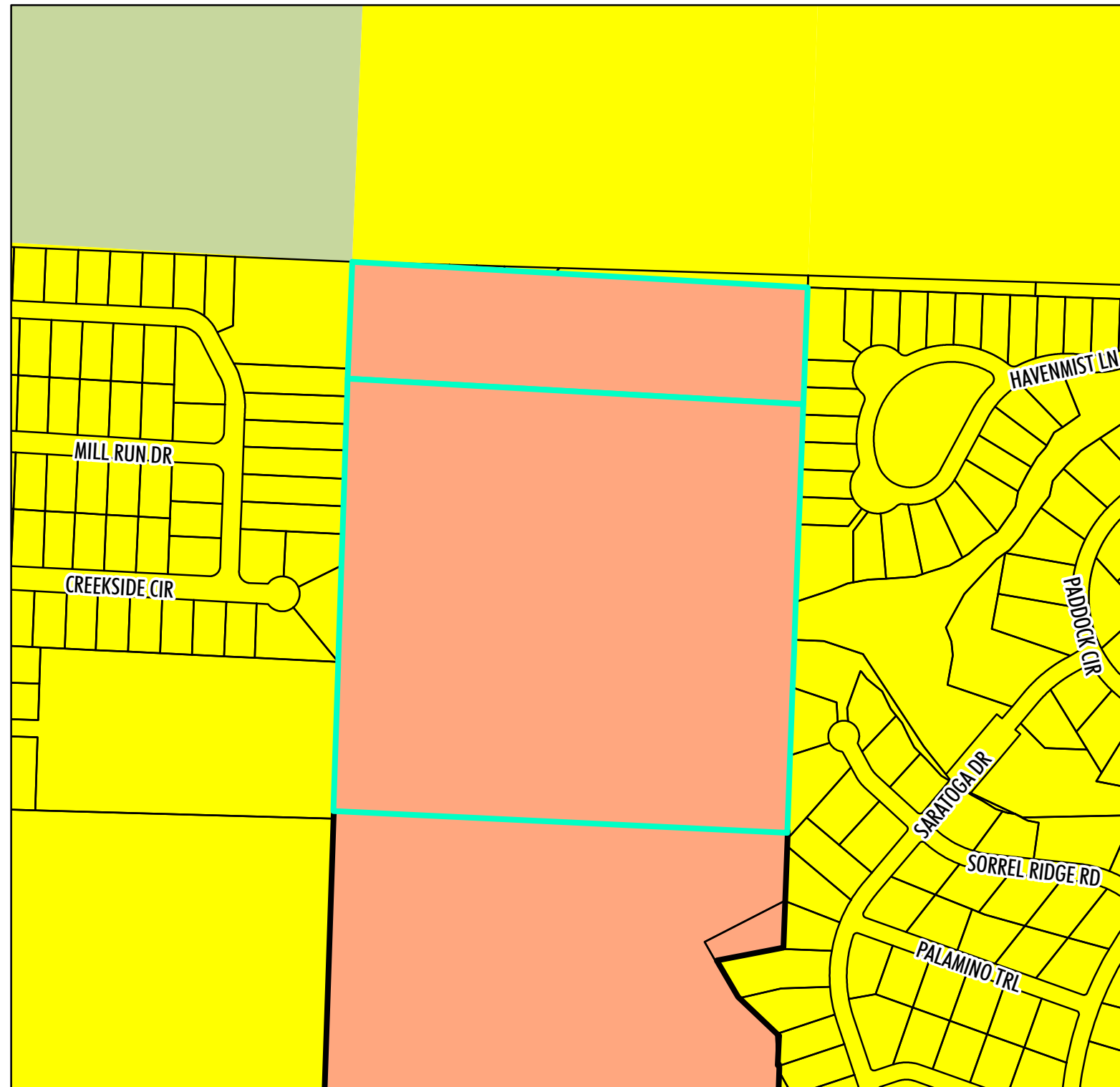
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Rural Residential (RR)
- Residential - 1 (R-1)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1840 - Lindley Road Annexation

BACKGROUND:

On September 30, 2021 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Lindley Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Agriculture.

The Planning and Development Board recommended approval on January 3, 2022, and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Eagle View Investments LLC
9729 Hammocks Blvd E107
Miami, FL 33196
02-3N-24-0000-0003-0000
02-3N-24-0000-0003-0010
Parcel ID: 02-3N-24-0000-0003-001C
02-3N-24-0000-0003-001E
02-3N-24-0000-0004-0010
Site Size: 172.45 acres
Current FLU: Okaloosa County Agriculture
Current Zoning: Okaloosa County Agriculture
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Conservation (CON) & Residential (R)	Conservation (E) & Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
East	Residential (R)	Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential

South	Okaloosa County Agriculture & Rural Residential	Okaloosa County Agriculture & Residential Rural	Vacant & Residential
West	Okaloosa County Conservation	Okaloosa County Institutional	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of five (5) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 11, 2021. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on October 18, 2021. The property was posted on October 19, 2021 and updated on December 14, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising is approximately \$700.00.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1840 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1840

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 172.45 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 2, TOWNSHIP 3 NORTH, RANGE 24 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

Parcel 02-3N-24-0000-0003-0000

A parcel of tract of land situated in Section 2 and Section 11, Township 3 North, Range 24 West, Okaloosa County, Florida, more particularly described as follows:

Begin at the Southeast corner of Section 2, also the Northeast corner of Section 11, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed South 00 degrees 11' 08" West, along the East line of said Section 11, a distance of 125 feet, more or less, to a point on the Northerly Water's edge of Mathison Creek; thence departing the East line of said Section 11, meander Southwesterly along the Northerly water's edge of said Mathison Creek, a distance of 5809 feet, more or less, to a point on the West line of the Northeast Quarter of the Northwest Quarter of said Section 11; thence departing the Northerly Water's edge of said Mathison Creek, proceed North 00 degrees 17' 51" East, along the West line of the Northeast Quarter of the Northwest Quarter of said Section 11, a distance of 1188 feet, more or less, to a point on the South line of said Section 2, Township 3 North, Range 24 West Okaloosa County, Florida; thence proceed South 89 degrees 57' 01" East along the South line of said Section 2, a distance of 1188.70 feet; thence departing the South line of said Section 2, proceed North 00 degrees 30' 38" East a distance of 588.17 feet; thence proceed North 89 degrees 42' 25" East a distance of 2180.38 feet; thence proceed South 00 degrees 30' 36" West a distance of 31.61 feet; thence proceed South 89 degrees 57' 51" East, a distance of 460.69 feet to a point on the East line of said Section 2; thence proceed South 00 degrees 30' 44" West along the East line of said Section 2 a distance of 569.71 feet to the Point of Beginning of the parcel herein described.

Parcel 02-3N-24-0000-0003-0010

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 604.52 feet; thence South 89 degrees 43 minutes 6 seconds West for 791.13 feet to the Point of Beginning; thence continue South 89 degrees 43 minutes 6 seconds West for 1849.96 feet; thence North 0 degrees 32 minutes 39 seconds East for 301.47 feet; thence North 89 degrees 43 minutes 57 seconds East for 1849.89 feet; thence South 0 degrees 31 minutes 29 seconds West for 301.01 feet to the Point of Beginning.

Parcel 02-3N-24-0000-0003-001C

Parcel "A"

Commence at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed North 00 degrees 30 minutes 50 seconds East, a distance of 1316.10 feet to the Point of Beginning; thence continue North 00 degrees 30 minutes 50 seconds East, a distance of 480.54 feet; thence proceed North 89 degrees 57 minutes 56 seconds West, a distance of 253.16 feet; thence proceed South 00 degrees 02 minutes 04 seconds West, a distance of 73.44 feet; thence proceed North 89 degrees 57 minutes 56 seconds West, a distance of 207.32 feet; thence proceed South 00 degrees 33 minutes 19 seconds West, a distance of 338.99 feet; thence proceed South 89 degrees 55 minutes 14 seconds East, a distance of 260.40 feet; thence proceed South 00 degrees 02 minutes 04 seconds West, a distance of 66.11 feet; thence proceed South 89 degrees 27 minutes 03 seconds East, a distance of 199.15 feet back to the Point of Beginning of the parcel herein described.

Parcel "B"

Commence at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed North 00 degrees 30 minutes 50 seconds East, a distance of 1336.19 feet; thence proceed North 89 degrees 50 minutes 47 seconds West, a distance of 790.93 feet; thence proceed North 00 degrees 31 minutes 29 seconds East, a distance of 66.00 feet to the Point of Beginning; thence continue North 00 degrees 31 minutes 29 seconds East, a distance of 329.83 feet; thence proceed South 89 degrees 26 minutes 50 seconds East, a distance of 265.00 feet; thence proceed South 00 degrees 33 minutes 19 seconds West, a distance of 329.84 feet; thence proceed North 89 degrees 26 minutes 41 seconds West, a distance of 264.82 feet back to the Point of Beginning of the parcel herein described.

Parcel 02-3N-24-0000-0003-001E

Parcel A-1

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Fl.; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 1798.60 feet to the Point of Beginning; thence North 89 degrees 57 minutes 56 seconds West for 253.16 feet; thence South 0 degrees 2 minutes 4 seconds West for 73.44 feet; thence North 89 degrees 57 minutes 56 seconds West 207.32 feet to the East margin of a road right of way 66 feet wide; thence North 0 degrees 33 minutes 19 seconds East along said right of way for 605.77 feet; thence North 89 degrees 55 minutes 11 seconds East along the South margin of a right of way 66 feet wide for 459.34 feet to the East line of Section 2; thence South 0 degrees 30 minutes 50 seconds West 533.24 feet along said East line of Section 2 to the Point of Beginning.

Parcel A-2

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Fl.; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 1798.60 feet; thence North 89 degrees 57 minutes 56 seconds West for 253.16 feet; thence South 0 degrees 2 minutes 4 seconds West for 73.44 feet; thence North 89 degrees 57 minutes 56

seconds West 273.32 feet to the West margin of a road right of way 66 feet wide and the Point of Beginning; thence North 0 degrees 33 minutes 19 seconds East along said right of way for 939.63 feet; thence North 89 degrees 56 minutes 17 seconds West for 265.50 feet; thence South 0 degrees 31 minutes 29 seconds West for 939.76 feet; thence South 89 degrees 57 minutes 56 seconds East for 265.00 feet to the Point of Beginning.

Parcel 02-3N-24-0000-0004-0000

A PORTION OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 3 NORTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA; BEING A PORTION OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1078, PAGE 187 OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE RUN N89°37'09"E ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 1,850.29 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 932.12 FEET; THENCE RUN N89°52'40"W, A DISTANCE OF 132.07 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 329.82 FEET; THENCE RUN N89°52'31"W, A DISTANCE OF 367.93 FEET; THENCE RUN S46°31'41"W, A DISTANCE OF 200.00 FEET; THENCE RUN S13°04'28"W, A DISTANCE OF 211.40 FEET; THENCE RUN S38°02'26"E, A DISTANCE OF 150.00 FEET; THENCE RUN N78°01'30"E, A DISTANCE OF 334.12 FEET; THENCE RUN N40°04'06"E, A DISTANCE OF 425.00 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 437.23 FEET; THENCE RUN S89°23'00"W, A DISTANCE OF 1,853.26 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE RUN N00°11'15"E, A DISTANCE OF 1,772.83 FEET TO THE POINT OF BEGINNING.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel as Residential (R) with Single-Family Low-Density Dwelling District (R-1) to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

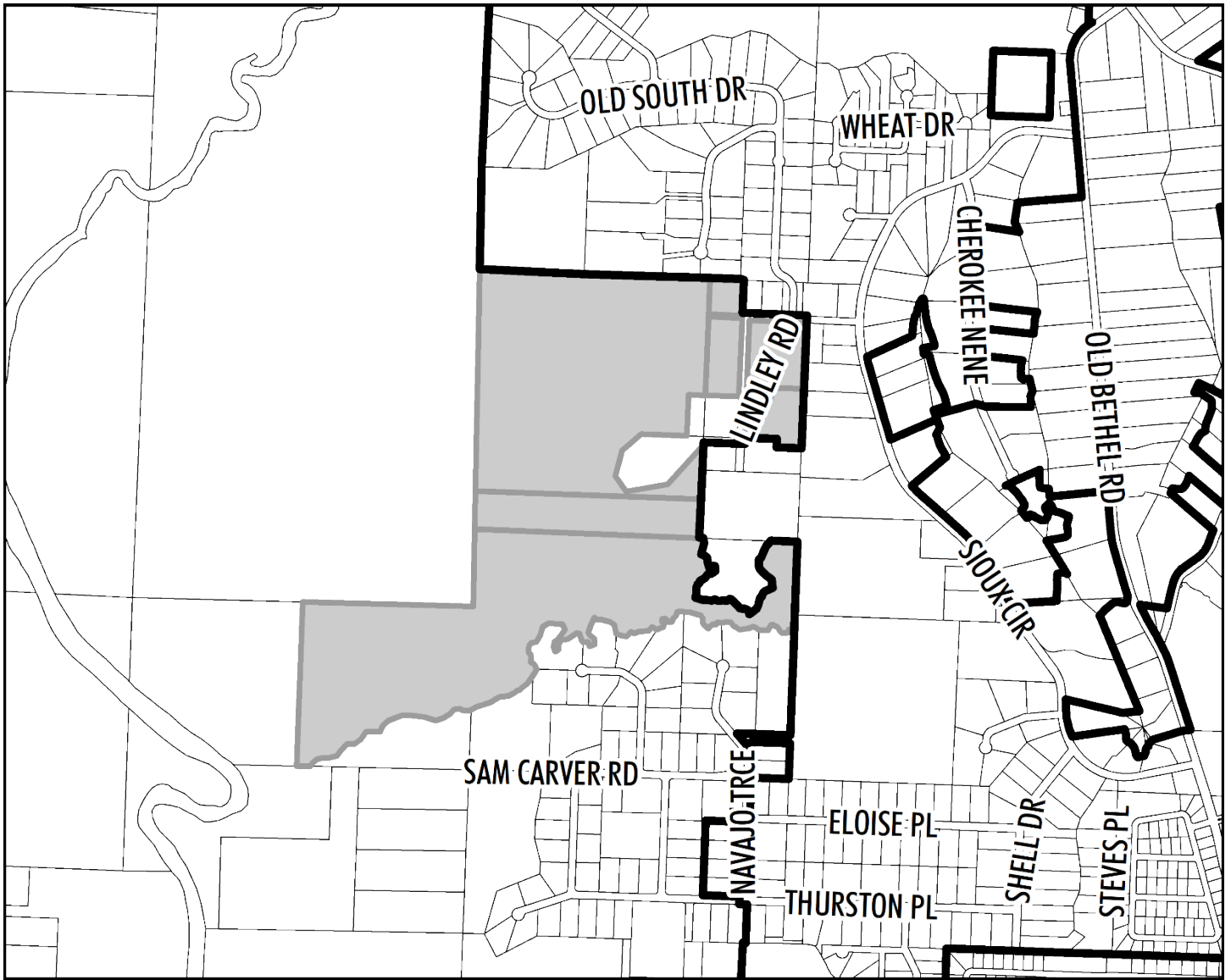
FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

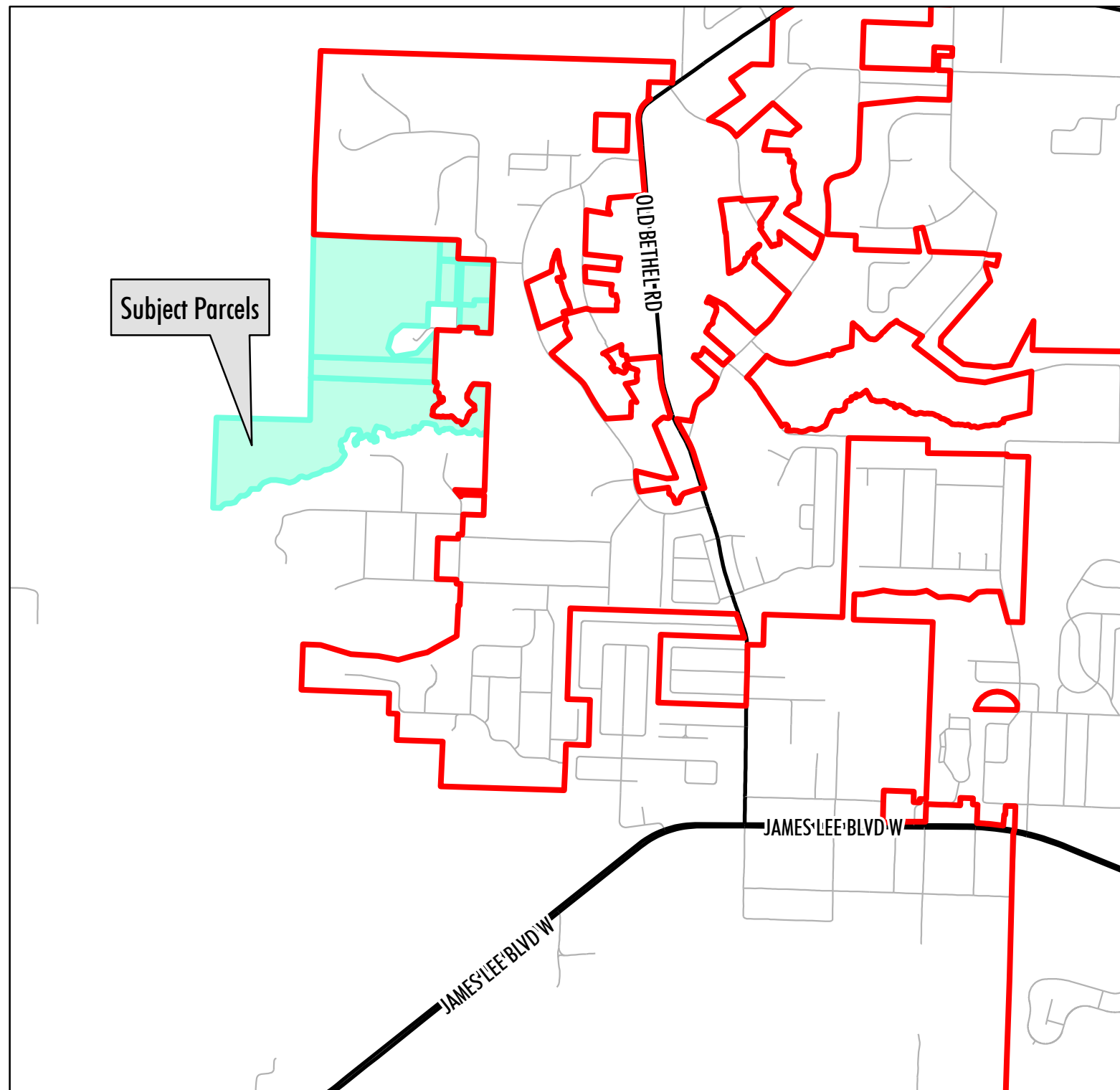


Vicinity Map



Not to Scale

Subject Parcels



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Existing Use

N



0 300 600
Feet

Legend

Subject Parcels

City Limits

Existing Use

County

Improved A

Marsh

Manufactured Home

Mobile Home

Municipal

No AG Acre

Single Family

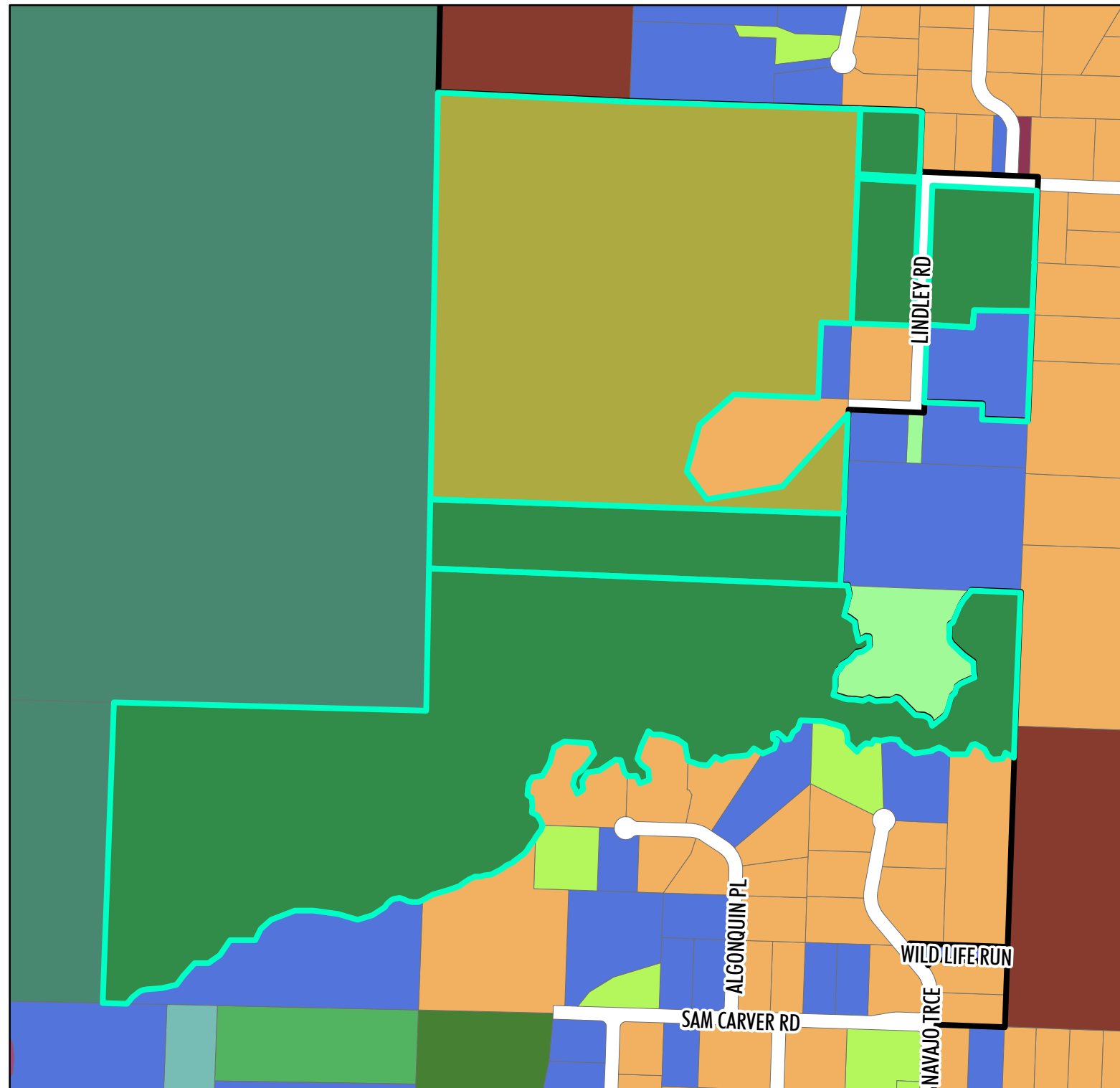
State Tiit

Timber

Timberland

Vacant

Water Management



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 300 600
Feet

Legend

Subject Parcels

City Limits

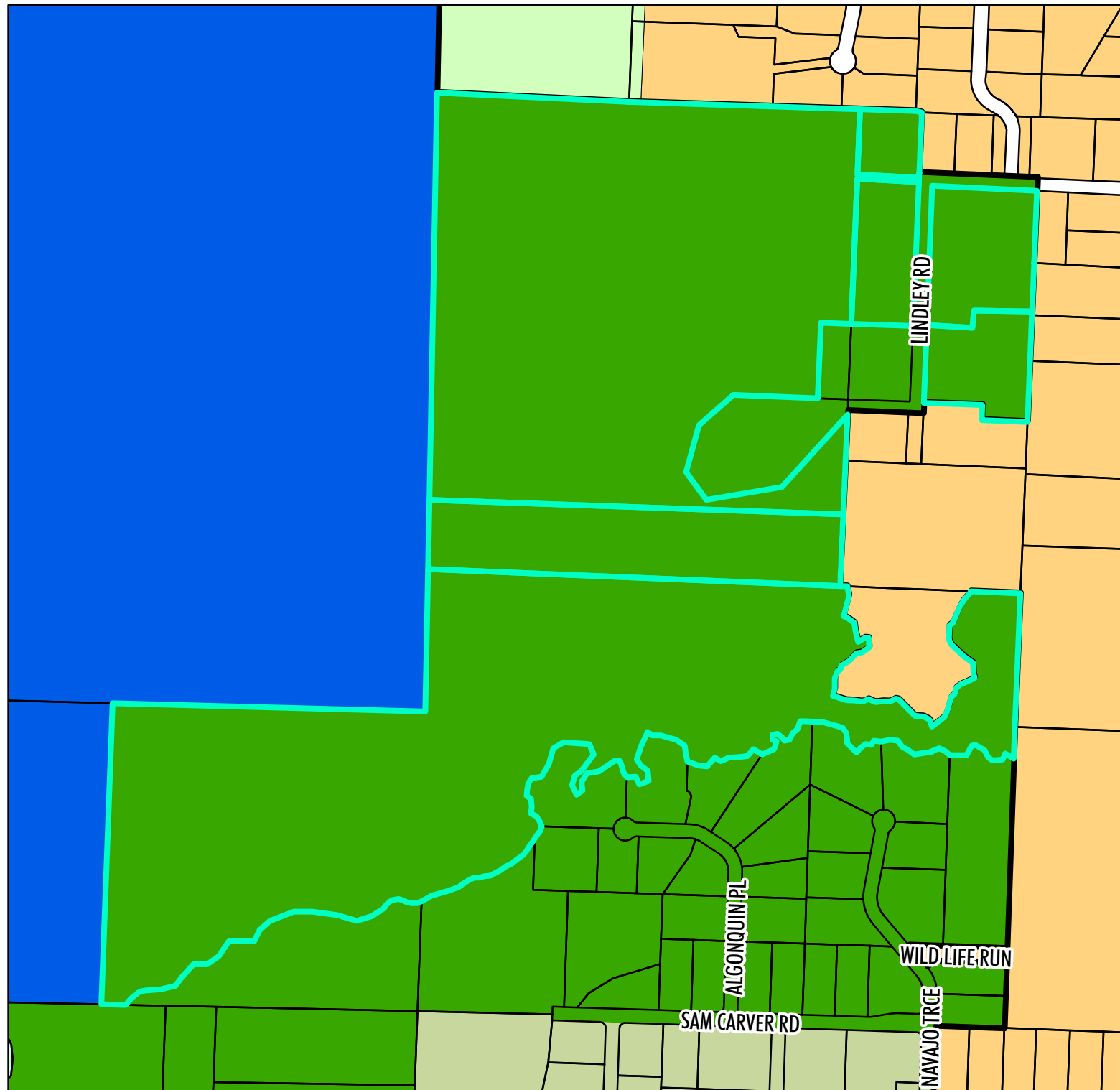
City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

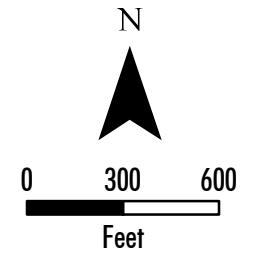
County Future Land Use

- Agriculture (AG)
- Conservation (CON)
- Rural Residential (RR)
- Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Agricultural (AA)

Rural Residential (RR)

Institutional (INST)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 300 600
Feet

Legend

 Subject Parcels

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

 Public Lands (PL)

 Residential (R)

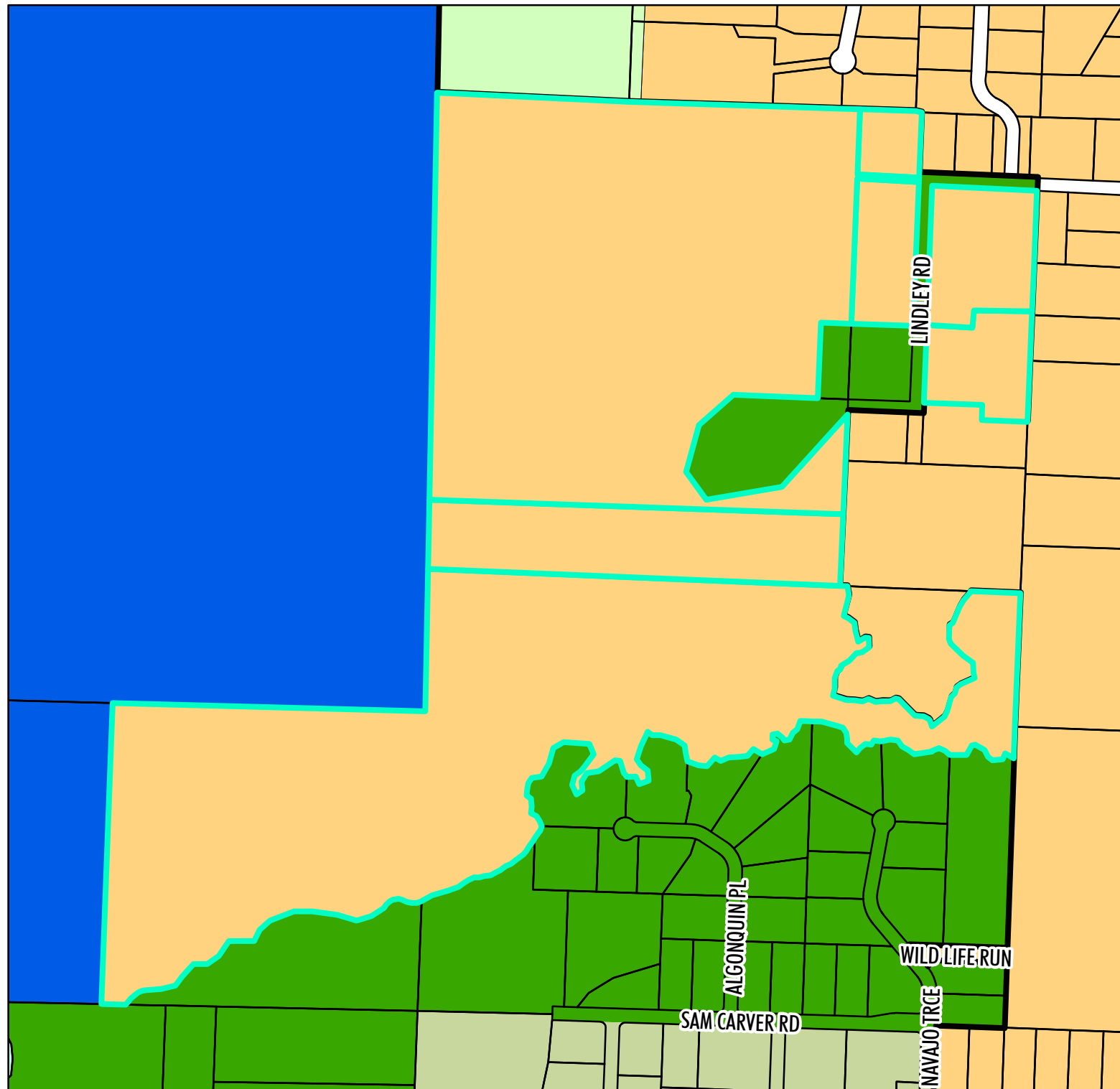
County Future Land Use

 Agriculture (AG)

 Conservation (CON)

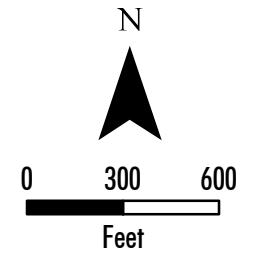
 Rural Residential (RR)

 Water



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Agricultural (AA)

Rural Residential (RR)

Institutional (INST)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1841 - Lindley Road Comprehensive Plan Amendment

BACKGROUND:

On September 30, 2021 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Lindley Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Agriculture.

The application requests the Residential (R) future land use designation for the property.

The Planning and Development Board recommended approval on January 3, 2022, and the first reading was on January 10, 2022. Being over 50 acres, the ordinance was sent to the Department of Economic Opportunity and 8 other state and local agencies for review. There were no comments that would form the basis of a challenge from any of the reviewing agencies.

DISCUSSION:

The property description is as follows:

Property Owner: Eagle View Investments LLC
9729 Hammocks Blvd E107
Miami, FL 33196
02-3N-24-0000-0003-0000
02-3N-24-0000-0003-0010
Parcel ID: 02-3N-24-0000-0003-001C
02-3N-24-0000-0003-001E
02-3N-24-0000-0004-0010
Site Size: 172.45 acres
Current FLU: Okaloosa County Agriculture
Current Zoning: Okaloosa County Agriculture
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
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North	Conservation (CON) & Residential (R)	Conservation (E) & Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
East	Residential (R)	Single-Family Low-Density Dwelling District (R-1)	Vacant & Residential
South	Okaloosa County Agriculture & Rural Residential	Okaloosa County Agriculture & Residential Rural	Vacant & Residential
West	Okaloosa County Conservation	Okaloosa County Institutional	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential use.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation is compatible with the surrounding area.
- The proposed future land use map designation is consistent with the city's comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment involves less than 10 acres.
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on October 11, 2021. The property was posted on October 19, 2021 and updated on December 14, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt\ Ordinance 1841 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1841

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY AGRICULTURE TO RESIDENTIAL ON APPROXIMATELY 172.45 ACRES, MORE OR LESS, IN SECTION 2, TOWNSHIP 3 NORTH, RANGE 24 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Agriculture to Residential (R) on a parcel of land containing 172.45 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 172.45 acres of land, more or less, from Okaloosa County Agriculture to Residential (R). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 172.45 acres, more or less, is known as Parcels 02-3N-24-0000-0003-0000, 02-3N-24-0000-0003-0010, 02-3N-24-0000-0003-001C, 02-3N-24-0000-0003-001E, and 02-3N-24-0000-0004-0010 and commonly described as:

Parcel 02-3N-24-0000-0003-0000

A parcel of tract of land situated in Section 2 and Section 11, Township 3 North, Range 24 West, Okaloosa County, Florida, more particularly described as follows:

Begin at the Southeast corner of Section 2, also the Northeast corner of Section 11, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed South 00 degrees 11' 08" West,

along the East line of said Section 11, a distance of 125 feet, more or less, to a point on the Northerly Water's edge of Mathison Creek; thence departing the East line of said Section 11, meander Southwesterly along the Northerly water's edge of said Mathison Creek, a distance of 5809 feet, more or less, to a point on the West line of the Northeast Quarter of the Northwest Quarter of said Section 11; thence departing the Northerly Water's edge of said Mathison Creek, proceed North 00 degrees 17' 51" East, along the West line of the Northeast Quarter of the Northwest Quarter of said Section 11, a distance of 1188 feet, more or less, to a point on the South line of said Section 2, Township 3 North, Range 24 West Okaloosa County, Florida; thence proceed South 89 degrees 57' 01" East along the South line of said Section 2, a distance of 1188.70 feet; thence departing the South line of said Section 2, proceed North 00 degrees 30' 38" East a distance of 588.17 feet; thence proceed North 89 degrees 42' 25" East a distance of 2180.38 feet; thence proceed South 00 degrees 30' 36" West a distance of 31.61 feet; thence proceed South 89 degrees 57' 51" East, a distance of 460.69 feet to a point on the East line of said Section 2; thence proceed South 00 degrees 30' 44" West along the East line of said Section 2 a distance of 569.71 feet to the Point of Beginning of the parcel herein described.

Parcel 02-3N-24-0000-0003-0010

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 604.52 feet; thence South 89 degrees 43 minutes 6 seconds West for 791.13 feet to the Point of Beginning; thence continue South 89 degrees 43 minutes 6 seconds West for 1849.96 feet; thence North 0 degrees 32 minutes 39 seconds East for 301.47 feet; thence North 89 degrees 43 minutes 57 seconds East for 1849.89 feet; thence South 0 degrees 31 minutes 29 seconds West for 301.01 feet to the Point of Beginning.

Parcel 02-3N-24-0000-0003-001C

Parcel "A"

Commence at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed North 00 degrees 30 minutes 50 seconds East, a distance of 1316.10 feet to the Point of Beginning; thence continue North 00 degrees 30 minutes 50 seconds East, a distance of 480.54 feet; thence proceed North 89 degrees 57 minutes 56 seconds West, a distance of 253.16 feet; thence proceed South 00 degrees 02 minutes 04 seconds West, a distance of 73.44 feet; thence proceed North 89 degrees 57 minutes 56 seconds West, a distance of 207.32 feet; thence proceed South 00 degrees 33 minutes 19 seconds West, a distance of 338.99 feet; thence proceed South 89 degrees 55 minutes 14 seconds East, a distance of 260.40 feet; thence proceed South 00 degrees 02 minutes 04 seconds West, a distance of 66.11 feet; thence proceed South 89 degrees 27 minutes 03 seconds East, a distance of 199.15 feet back to the Point of Beginning of the parcel herein described.

Parcel "B"

Commence at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Florida; thence proceed North 00 degrees 30 minutes 50 seconds East, a distance of 1336.19 feet; thence proceed North 89 degrees 50 minutes 47 seconds West, a distance of 790.93 feet; thence proceed North 00 degrees 31 minutes 29 seconds East, a distance of 66.00 feet to the Point of Beginning; thence continue North 00 degrees 31 minutes 29 seconds East, a distance of 329.83 feet; thence proceed South 89 degrees 26 minutes 50 seconds East, a distance of 265.00 feet; thence proceed South 00 degrees 33 minutes 19 seconds West, a distance of 329.84 feet; thence proceed North 89 degrees 26 minutes 41 seconds West, a distance of 264.82 feet back to the Point of Beginning of the parcel herein described.

Parcel 02-3N-24-0000-0003-001E

Parcel A-1

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Fl.; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 1798.60 feet to the Point of Beginning; thence North 89 degrees 57 minutes 56 seconds West for 253.16 feet; thence South 0 degrees 2 minutes 4 seconds West for 73.44 feet; thence North 89 degrees 57 minutes 56 seconds West 207.32 feet to the East margin of a road right of way 66 feet wide; thence North 0 degrees 33 minutes 19 seconds East along said right of way for 605.77 feet; thence North 89 degrees 55 minutes 11 seconds East along the South margin of a right of way 66 feet wide for 459.34 feet to the East line of Section 2; thence South 0 degrees 30 minutes 50 seconds West 533.24 feet along said East line of Section 2 to the Point of Beginning.

Parcel A-2

Commencing at the Southeast corner of Section 2, Township 3 North, Range 24 West, Okaloosa County, Fl.; thence North 0 degrees 30 minutes 50 seconds East along the East line of said Section 2 for 1798.60 feet; thence North 89 degrees 57 minutes 56 seconds West for 253.16 feet; thence South 0 degrees 2 minutes 4 seconds West for 73.44 feet; thence North 89 degrees 57 minutes 56 seconds West 273.32 feet to the West margin of a road right of way 66 feet wide and the Point of Beginning; thence North 0 degrees 33 minutes 19 seconds East along said right of way for 939.63 feet; thence North 89 degrees 56 minutes 17 seconds West for 265.50 feet; thence South 0 degrees 31 minutes 29 seconds West for 939.76 feet; thence South 89 degrees 57 minutes 56 seconds East for 265.00 feet to the Point of Beginning.

Parcel 02-3N-24-0000-0004-0000

A PORTION OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 3 NORTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA; BEING A PORTION OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1078, PAGE 187 OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE RUN N89°37'09"E ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 1,850.29 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 932.12 FEET; THENCE RUN N89°52'40"W, A DISTANCE OF 132.07 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 329.82 FEET; THENCE RUN N89°52'31"W, A DISTANCE OF 367.93 FEET; THENCE RUN S46°31'41"W, A DISTANCE OF 200.00 FEET; THENCE RUN S13°04'28"W, A DISTANCE OF 211.40 FEET; THENCE RUN S38°02'26"E, A DISTANCE OF 150.00 FEET; THENCE RUN N78°01'30"E, A DISTANCE OF 334.12 FEET; THENCE RUN N40°04'06"E, A DISTANCE OF 425.00 FEET; THENCE RUN S00°05'39"W, A DISTANCE OF 437.23 FEET; THENCE RUN S89°23'00"W, A DISTANCE OF 1,853.26 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE RUN N00°11'15"E, A DISTANCE OF 1,772.83 FEET TO THE POINT OF BEGINNING.

The Residential (R) Future Land Use Category is hereby imposed on Parcels 02-3N-24-0000-0003-0000, 02-3N-24-0000-0003-0010, 02-3N-24-0000-0003-001C, 02-3N-24-0000-0003-001E, and 02-3N-24-0000-0004-0010. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcels 02-3N-24-0000-0003-0000, 02-3N-24-0000-0003-0010, 02-3N-24-0000-0003-001C, 02-3N-24-0000-0003-001E, and 02-3N-24-0000-0004-0010 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect

the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

Subject Parcels

Commercial (C)

Mixed Use (MU)

Public Lands (PL)

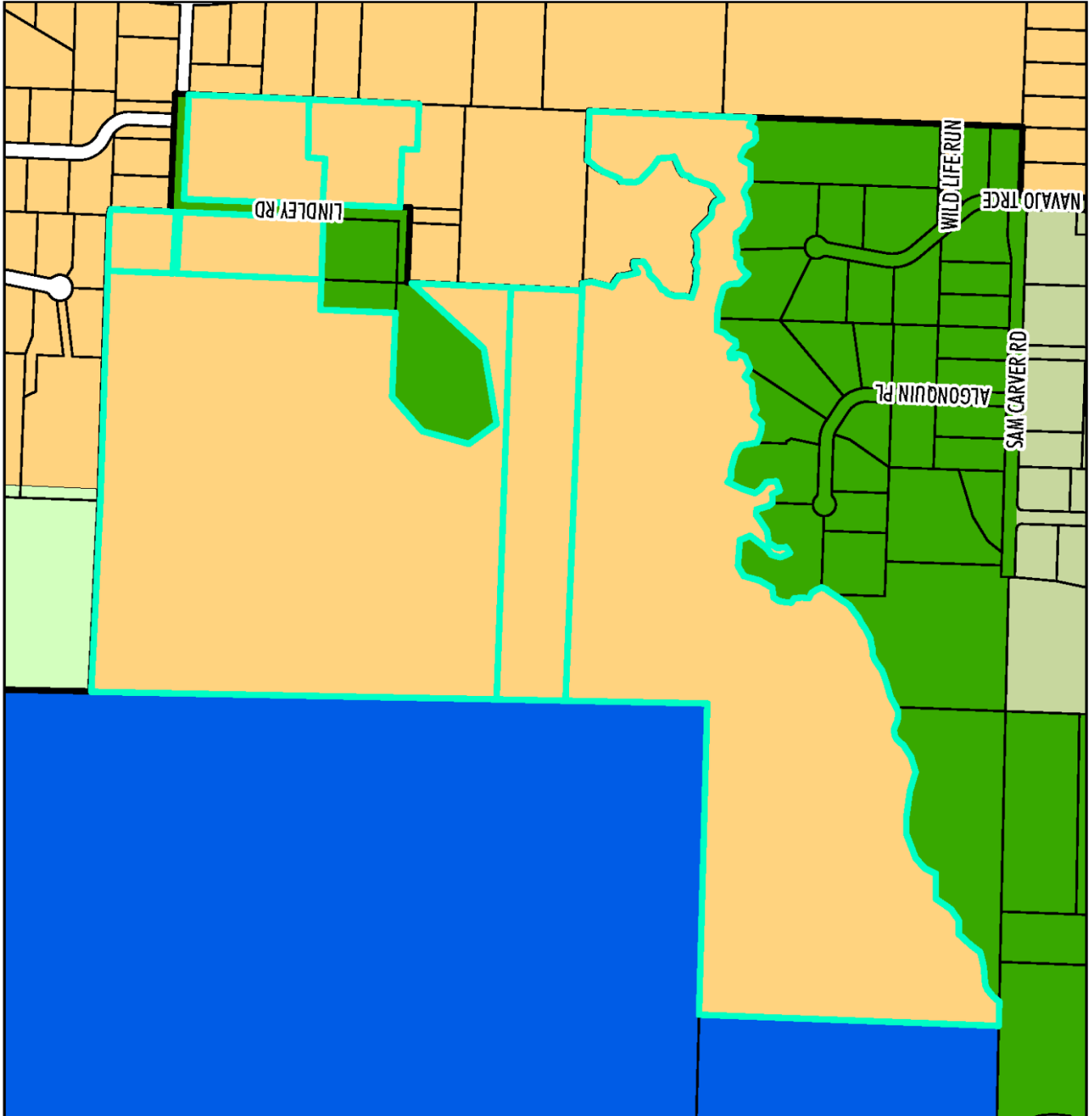
1

Agriculture (AG)

Rural Residential (RR)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

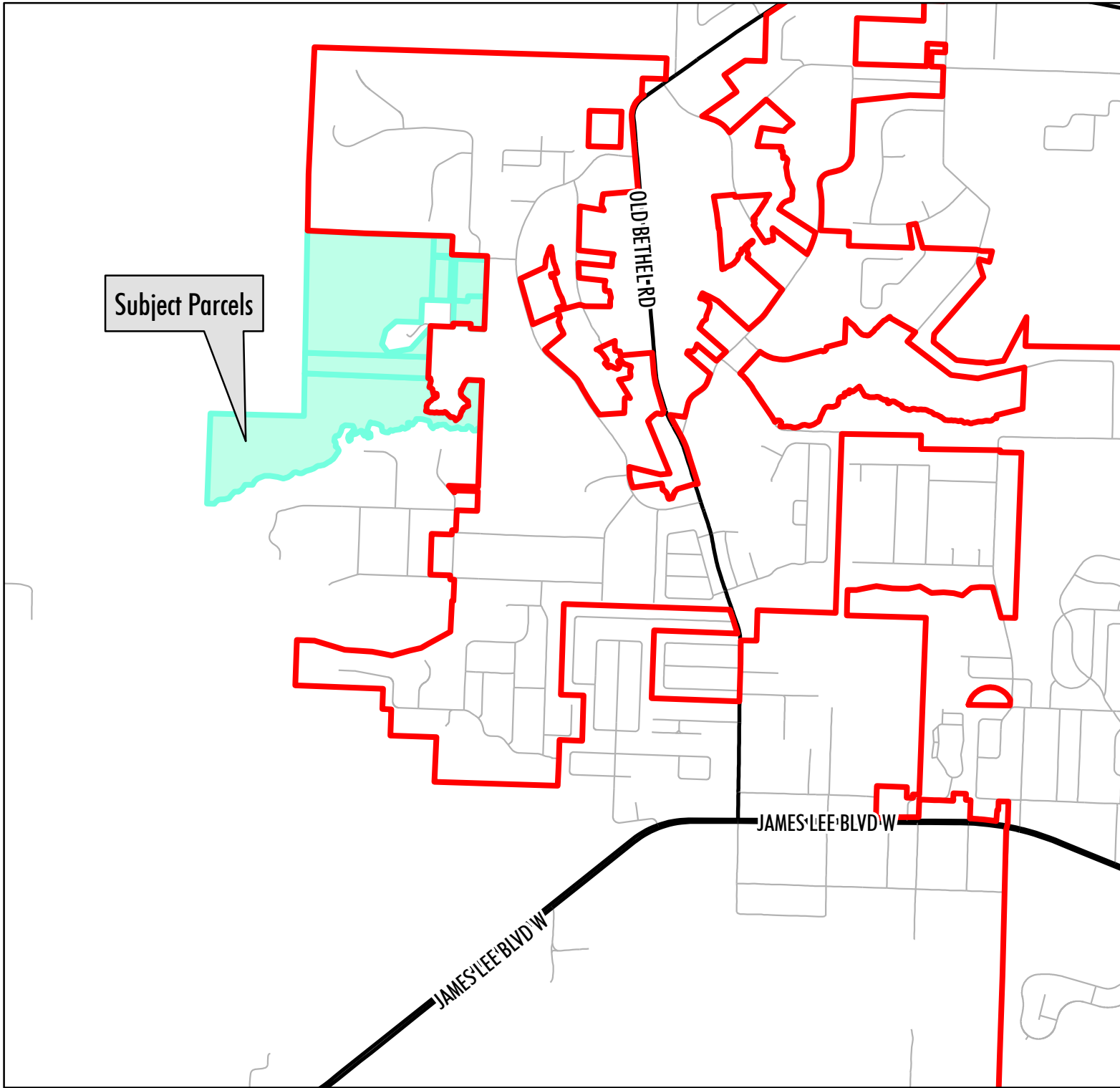


Vicinity Map

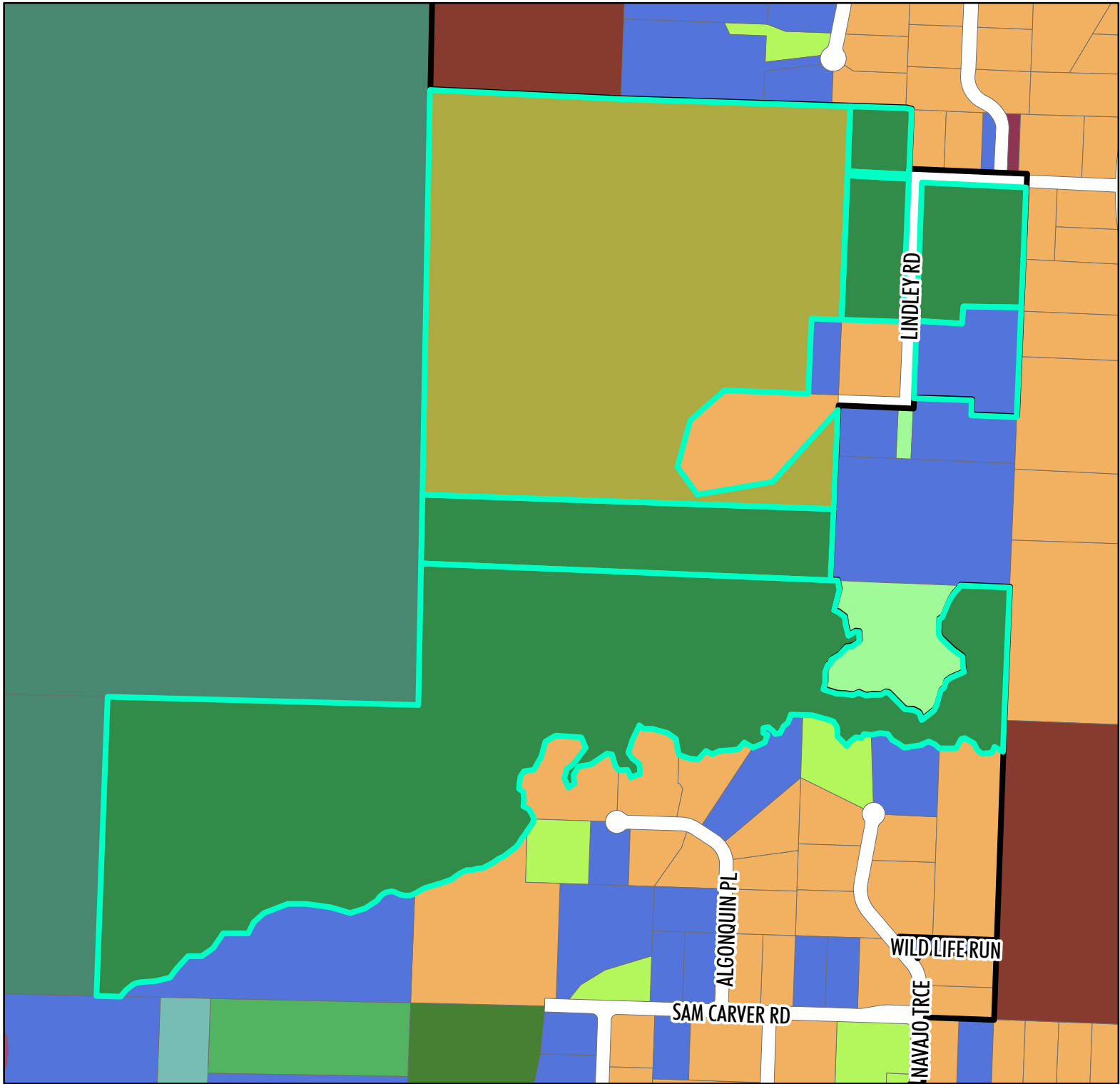


Not to Scale

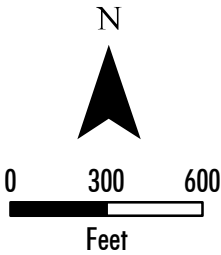
Subject Parcels



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use



Legend

Subject Parcels

City Limits

Existing Use

- County
- Improved A
- Marsh
- Manufactured Home
- Mobile Home
- Municipal
- No AG Acre
- Single Family
- State Tiit
- Timber
- Timberland
- Vacant
- Water Management

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use

N



0 300 600
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Agriculture (AG)
- Conservation (CON)
- Rural Residential (RR)
- Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Zoning



0 300 600
Feet

Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Agricultural (AA)

Rural Residential (RR)

Institutional (INST)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 300 600
Feet

Legend

 Subject Parcels

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

 Public Lands (PL)

 Residential (R)

County Future Land Use

 Agriculture (AG)

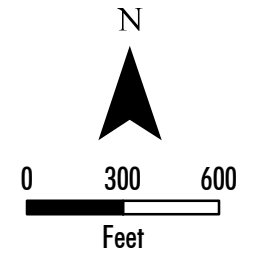
 Conservation (CON)

 Rural Residential (RR)

 Water

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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

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Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Agricultural (AA)

Rural Residential (RR)

Institutional (INST)

Water

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 1/18/2022
SUBJECT: Ordinance 1843 - Rasberry Road Annexation

BACKGROUND:

On October 1, 2021, staff received an application to annex and amend the Comprehensive Plan and zoning designations for property located on Rasberry Road.

The subject property is currently located within unincorporated Okaloosa County with a Future Land Use and zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on January 3, 2022 and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Bowman Fred Phillip
6090 Old Bethel Rd
Crestview, FL 32536
Parcel ID: 30-3N-23-0000-0006-0020
30-3N-23-0000-0008-0010
Site Size: 30.12 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Public Lands (PL)	Public Lands (P)	Vacant
East	Okaloosa County Mixed Use and Commercial (C)	Okaloosa County Mixed Use and Commercial High-Intensity District (C-2)	Vacant
South	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of two (2) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on December 20, 2021. The property was posted on December 21, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising is approximately \$700.00.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Request motion to adopt Ordinance 1843 on 2nd reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1843

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 30.12 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 30, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

Parcel 30-3N-23-0000-0006-0020

The East ½ of Northwest ¼ of Southeast ¼ of Section 30, Township 3 North, Range 23 West, Okaloosa County, Florida. LESS AND EXCEPT the North 33 feet thereof previously reserved for road Right of Way.

Parcel 30-3N-23-0000-0008-0010

East ½ of the South ½ of the Southwest ¼ of the Northeast ¼, Section 30, Township 3 North, Range 23 West, Okaloosa County, Florida

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel as Mixed Use (MU) with Mixed Use (MU) to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

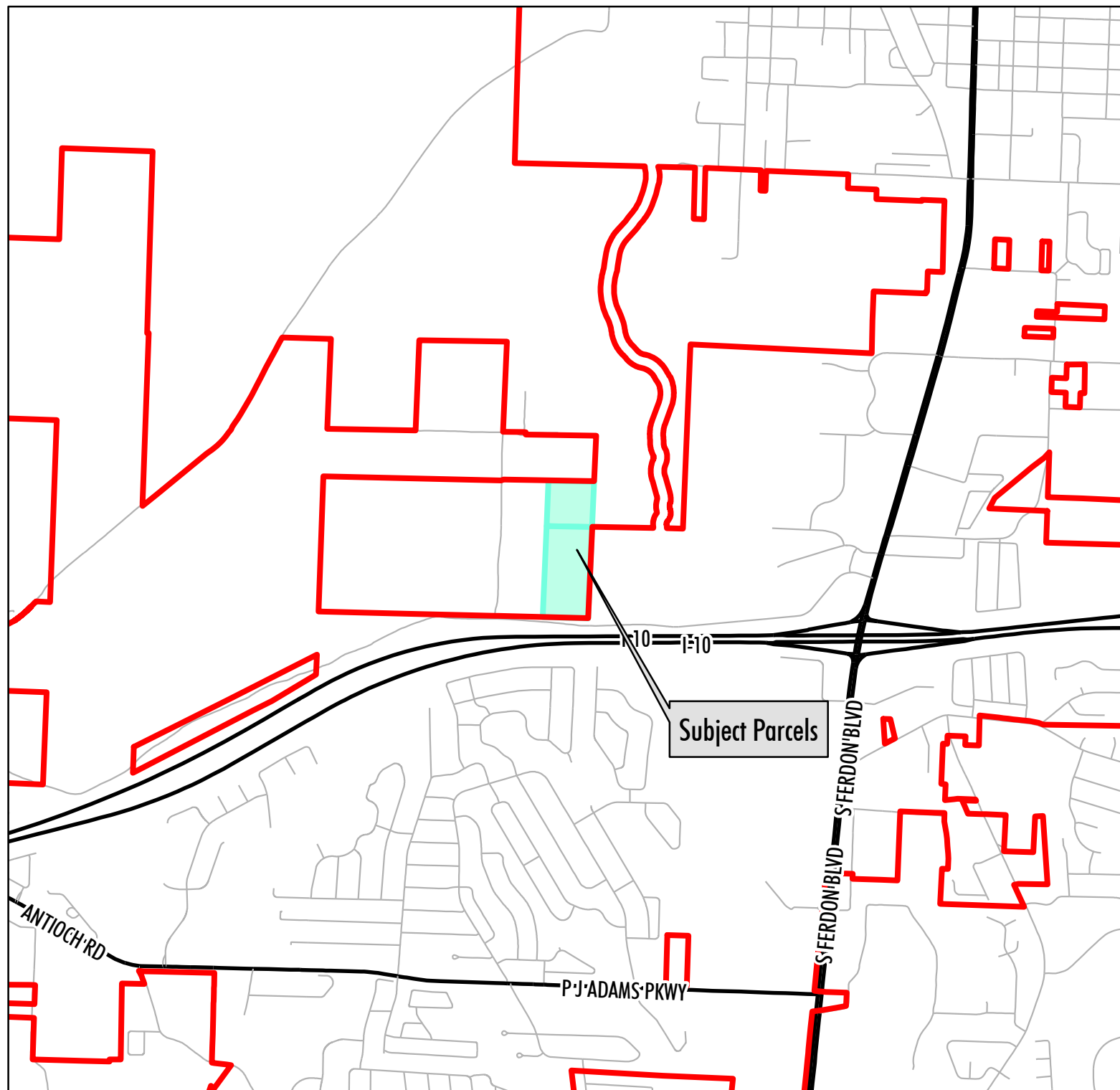
J. B. Whitten
Mayor



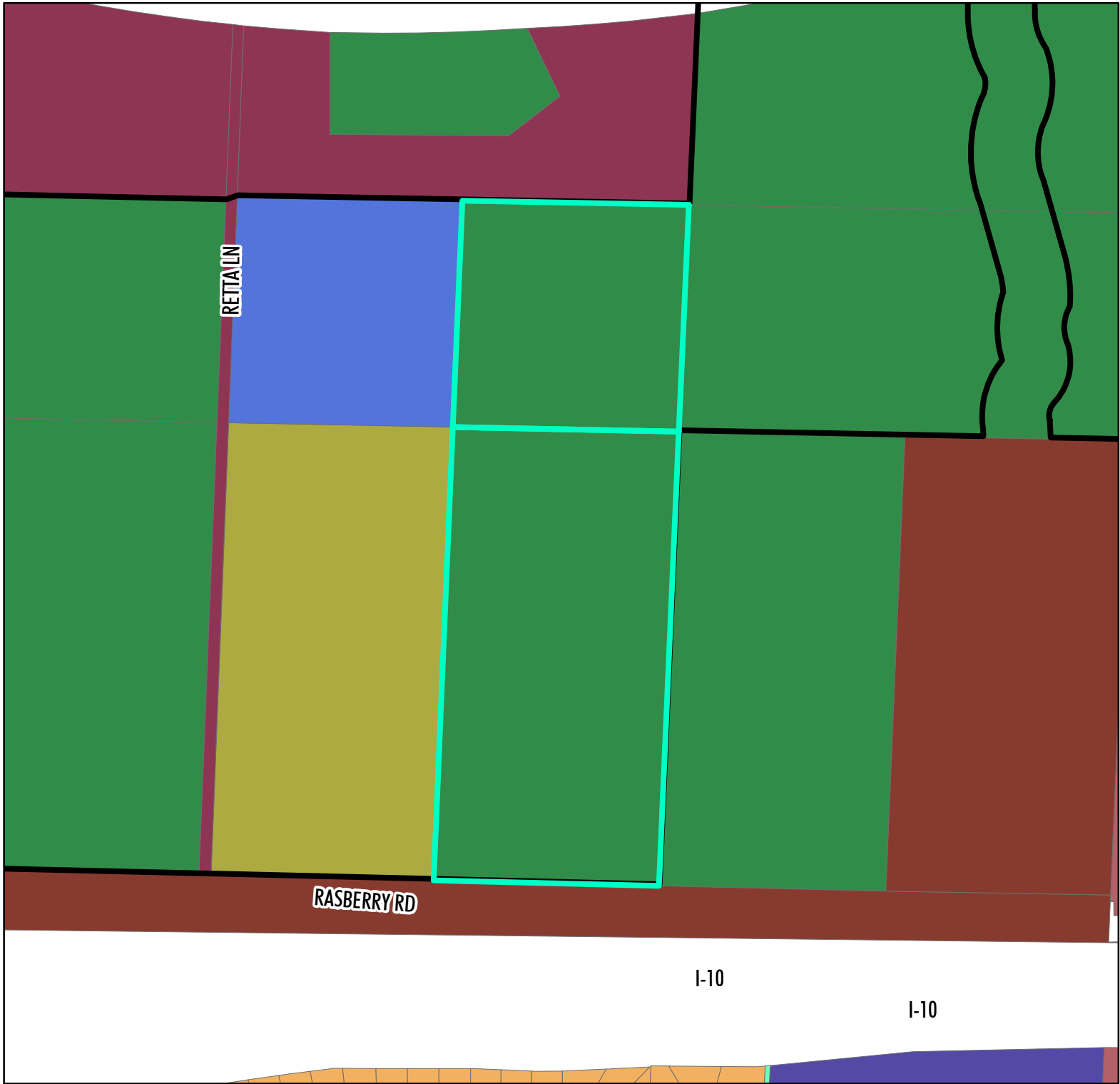
Vicinity Map



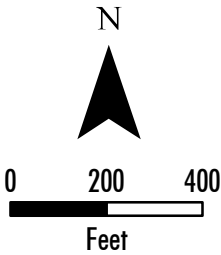
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use

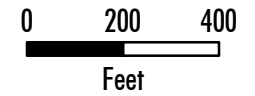


Legend

- Subject Parcels
- City Limits
- Existing Use
 - Improved A
 - Municipal
 - No AG Acre
 - Res Common
 - Single Family
 - Timberland
 - Vacant
 - Vacant/Commercial
 - Wasteland

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use



Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

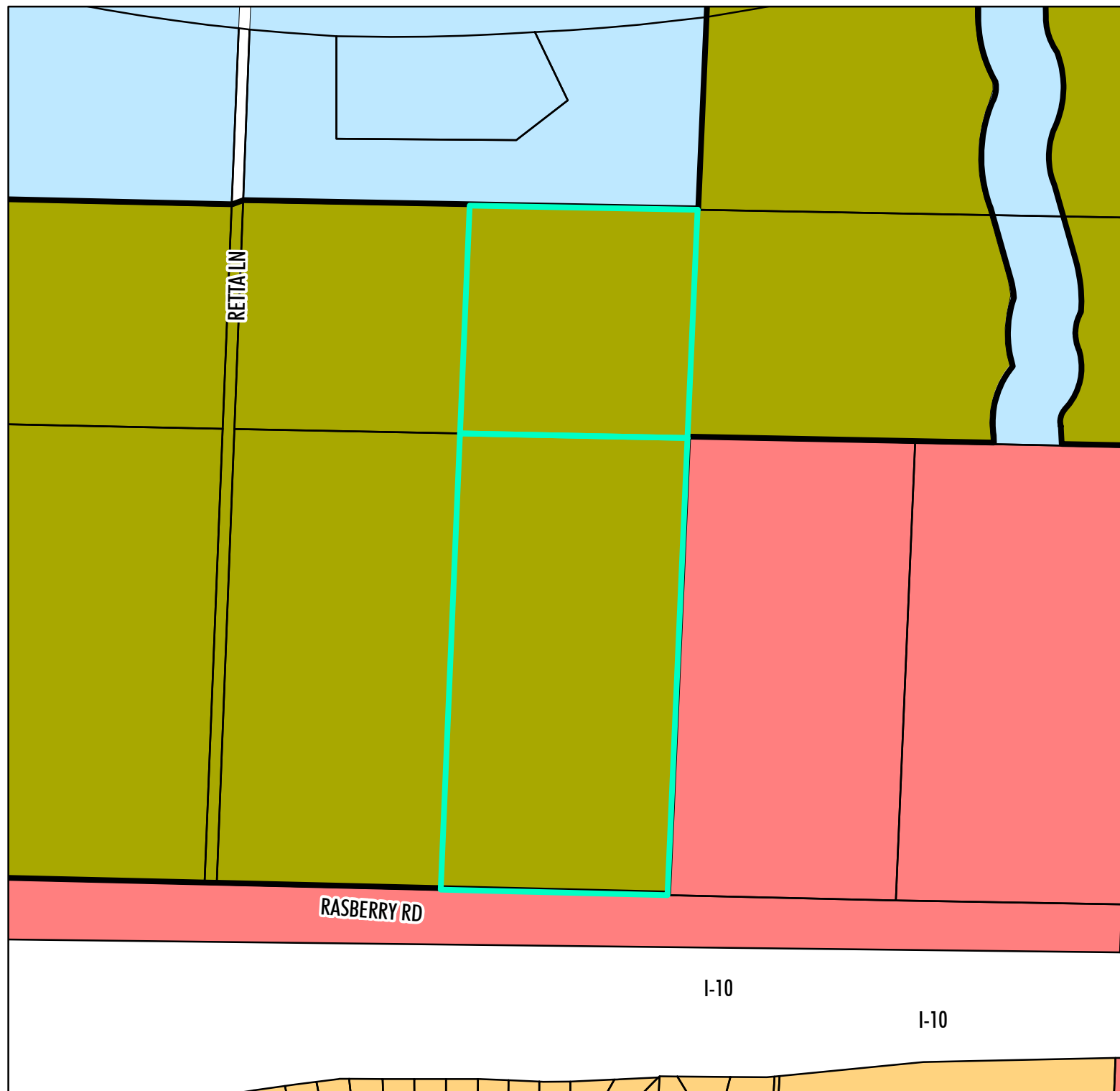
Conservation (CON)

Public Lands (PL)

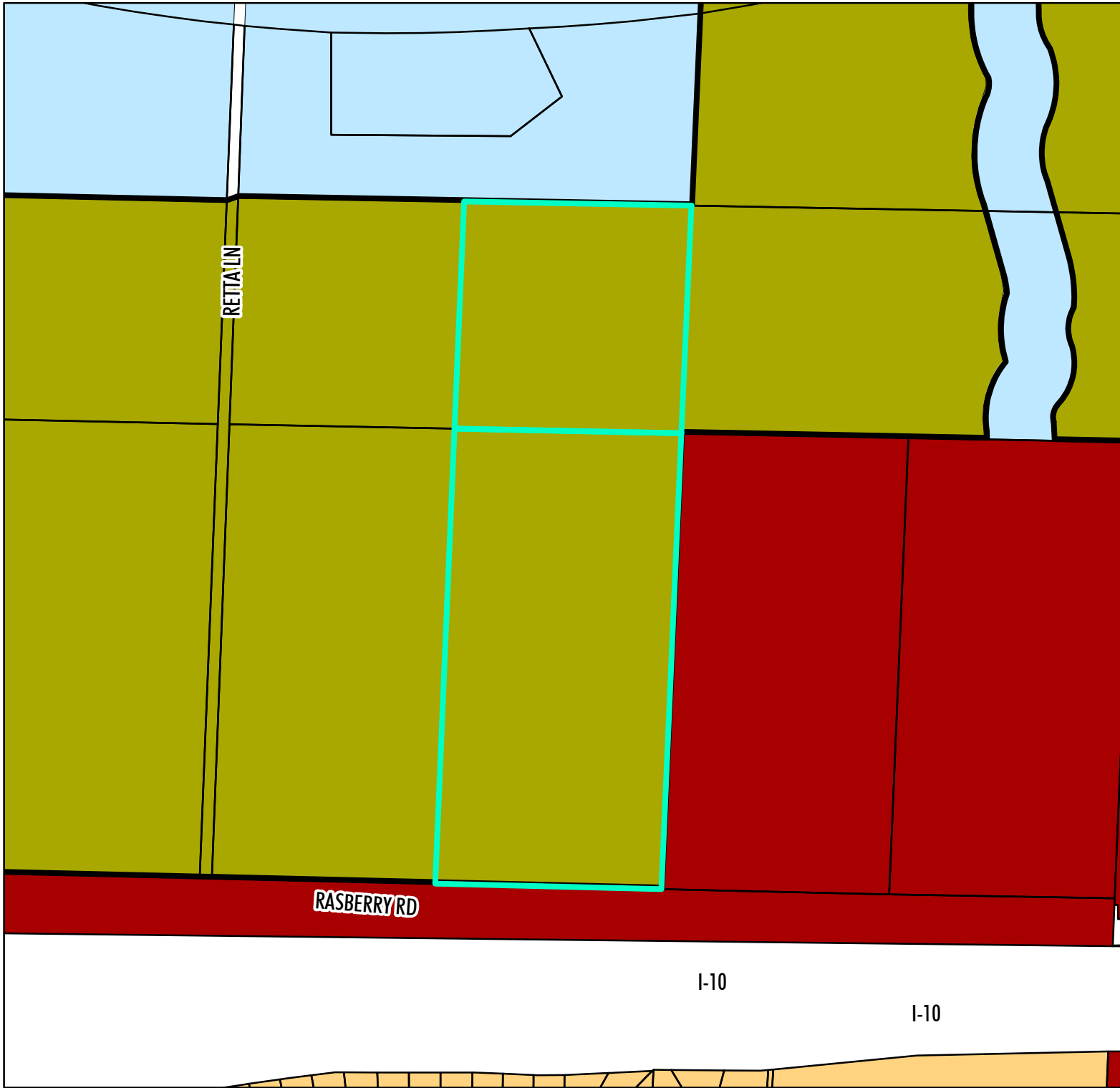
Residential (R)

County Future Land Use

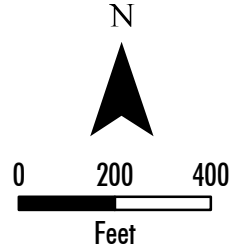
Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

Subject Parcels

City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

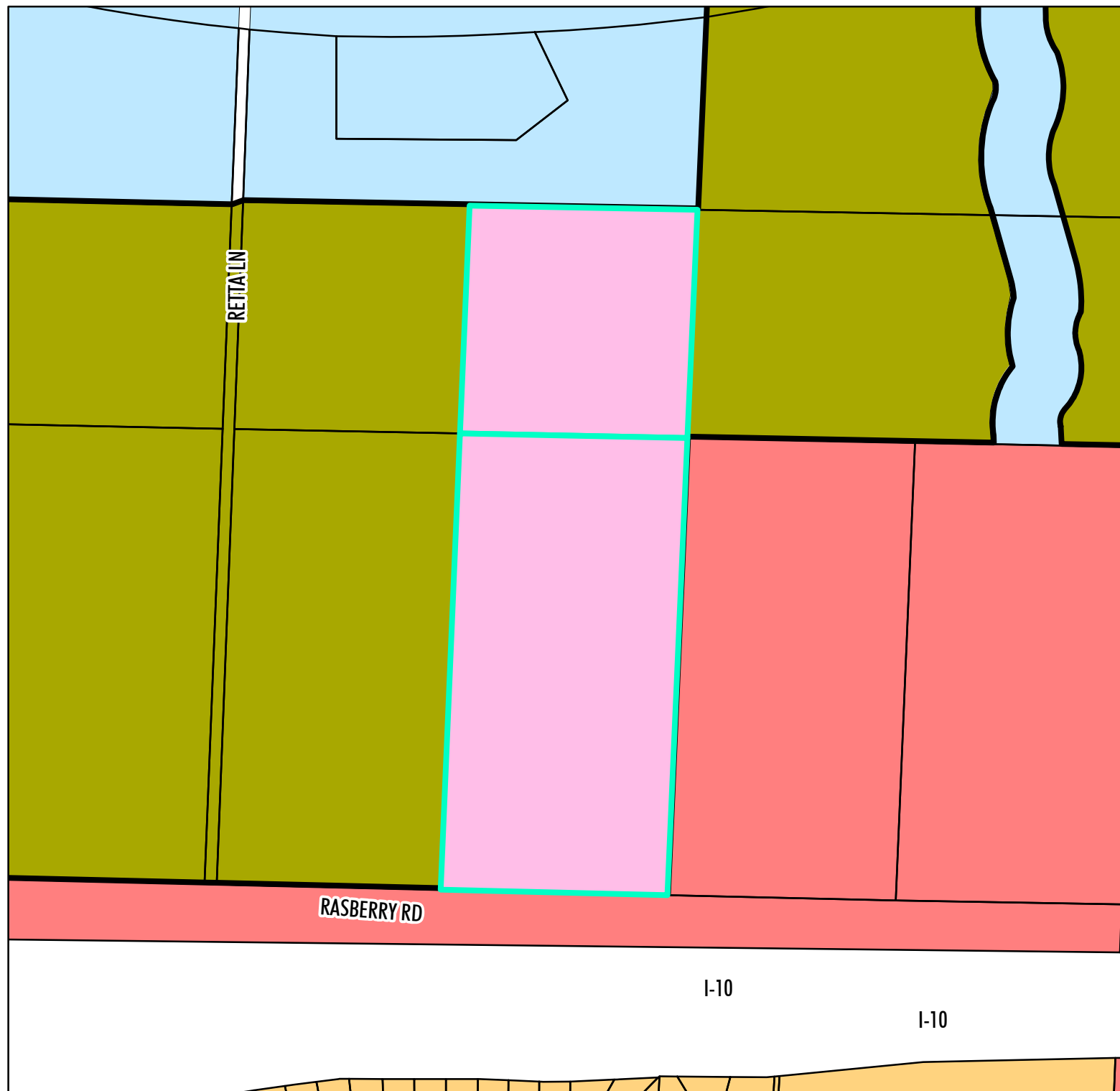
Conservation (CON)

Public Lands (PL)

Residential (R)

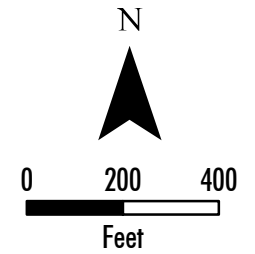
County Future Land Use

Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

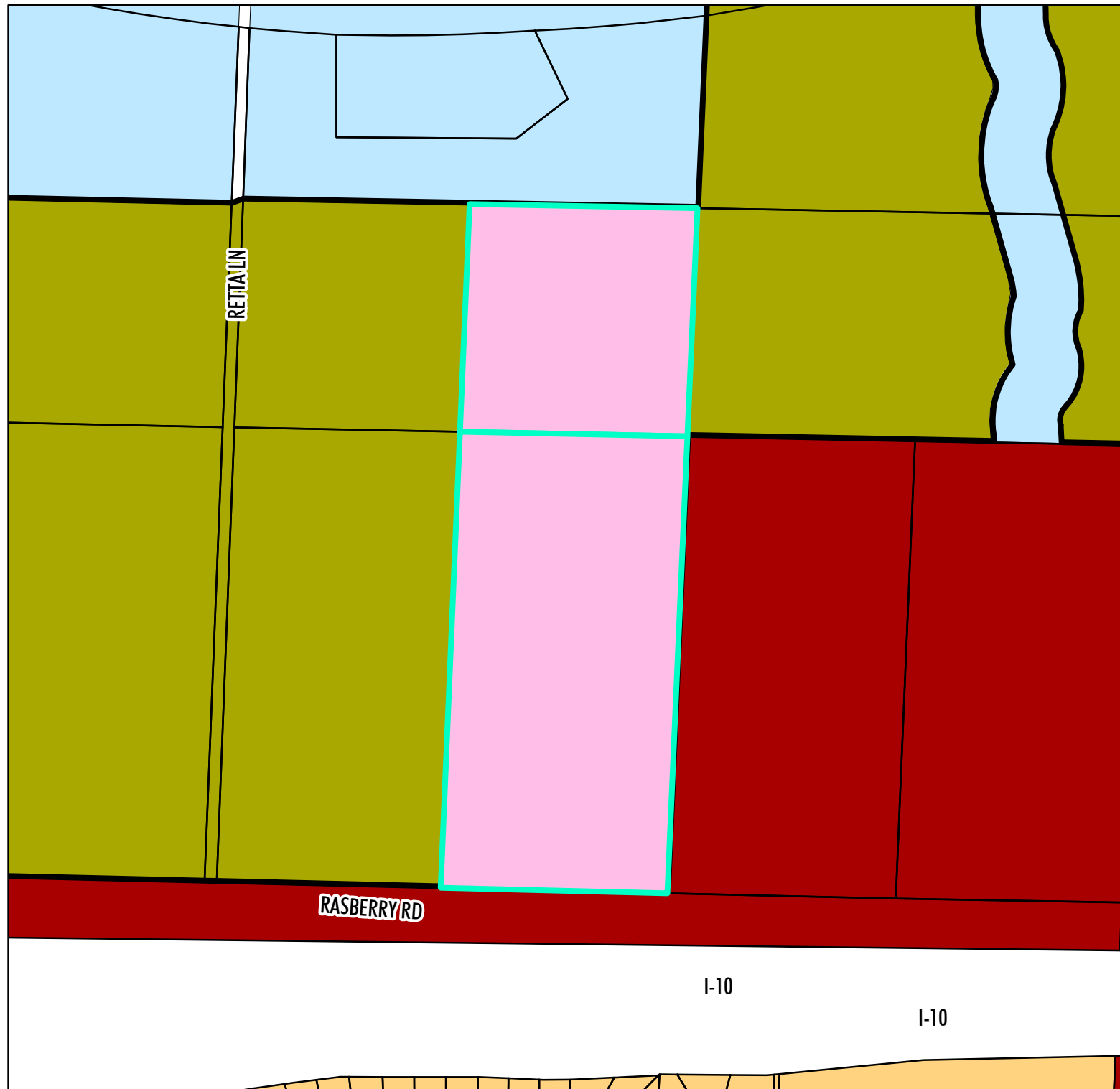
Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1844 - Raspberry Road Comprehensive Plan Amendment

BACKGROUND:

On October 1, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Raspberry Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Mixed Use (MU) future land use designation for the property.

The Planning and Development Board recommended approval on January 3, 2022, and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Bowman Fred Phillip
6090 Old Bethel Rd
Crestview, FL 32536
Parcel ID: 30-3N-23-0000-0006-0020
30-3N-23-0000-0008-0010
Site Size: 30.12 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Public Lands (PL)	Public Lands (P)	Vacant
East	Okaloosa County Mixed Use and Commercial (C)	Okaloosa County Mixed Use and Commercial High-Intensity District (C-2)	Vacant
South	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of two (2) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. The property was posted on December 21, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1844 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1844

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE TO MIXED USE ON APPROXIMATELY 30.12 ACRES, MORE OR LESS, IN SECTION 30, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Mixed Use to Mixed Use (MU) on a parcel of land containing 30.12 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 30.12 acres of land, more or less, from Okaloosa County Mixed Use to Mixed Use (MU). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 30.12 acres, more or less, is known as Parcels 30-3N-23-0000-0006-0020 and 30-3N-23-0000-0008-0010 and commonly described as:

Parcel 30-3N-23-0000-0006-0020

The East ½ of Northwest ¼ of Southeast ¼ of Section 30, Township 3 North, Range 23 West, Okaloosa County, Florida. LESS AND EXCEPT the North 33 feet thereof previously reserved for road Right of Way.

Parcel 30-3N-23-0000-0008-0010

East ½ of the South ½ of the Southwest ¼ of the Northeast ¼, Section 30, Township 3 North,
Range 23 West, Okaloosa County, Florida

The Mixed Use (MU) Future Land Use Category is hereby imposed on Parcels 30-3N-23-0000-0006-0020 and 30-3N-23-0000-0008-0010. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcels 30-3N-23-0000-0006-0020 and 30-3N-23-0000-0008-0010thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2022.

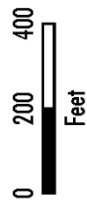
ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

Adopted Future Land Use



Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

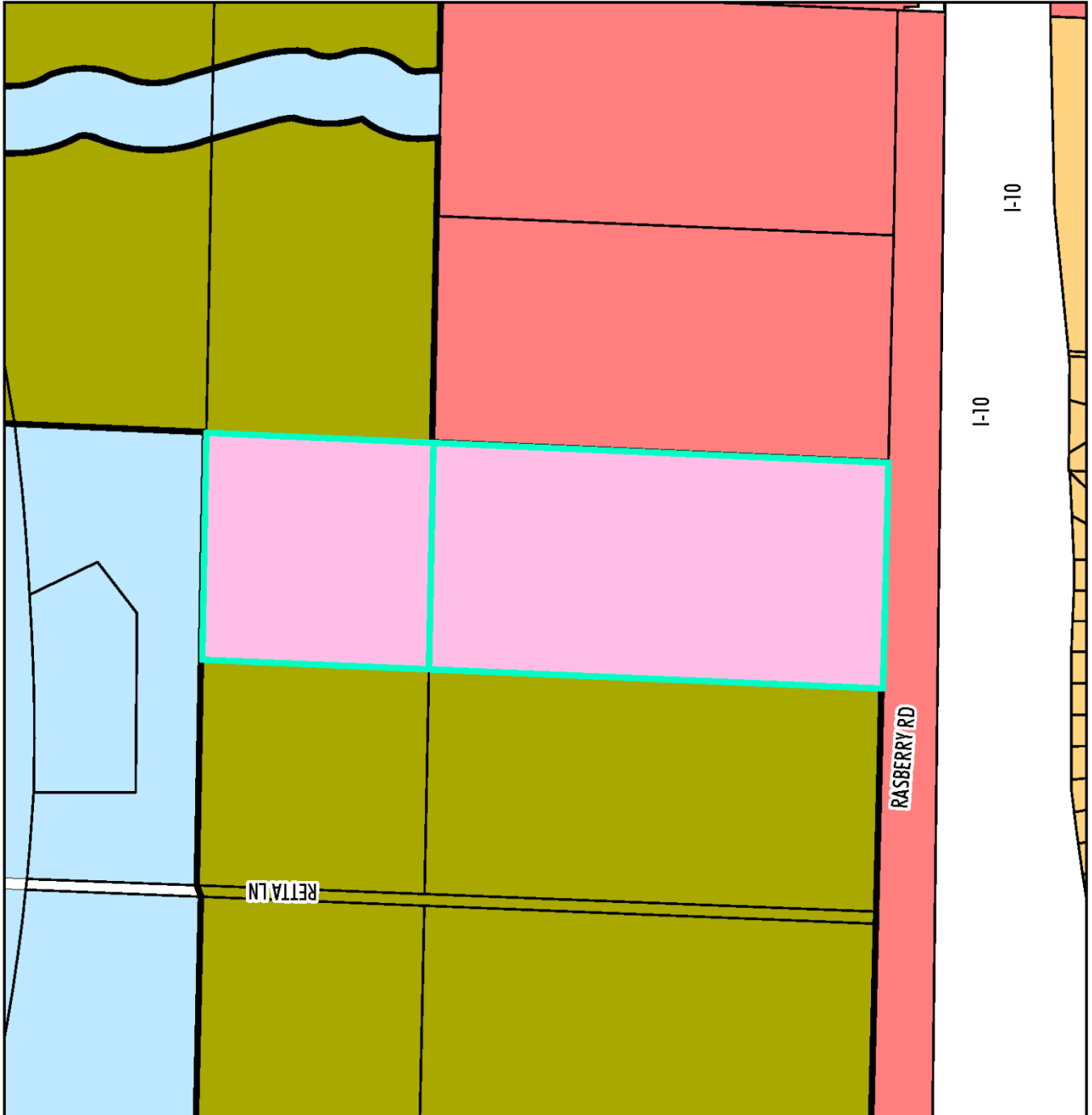
Public Lands (PL)

Residential (R)

County Future Land Use

Mixed Use (MU)

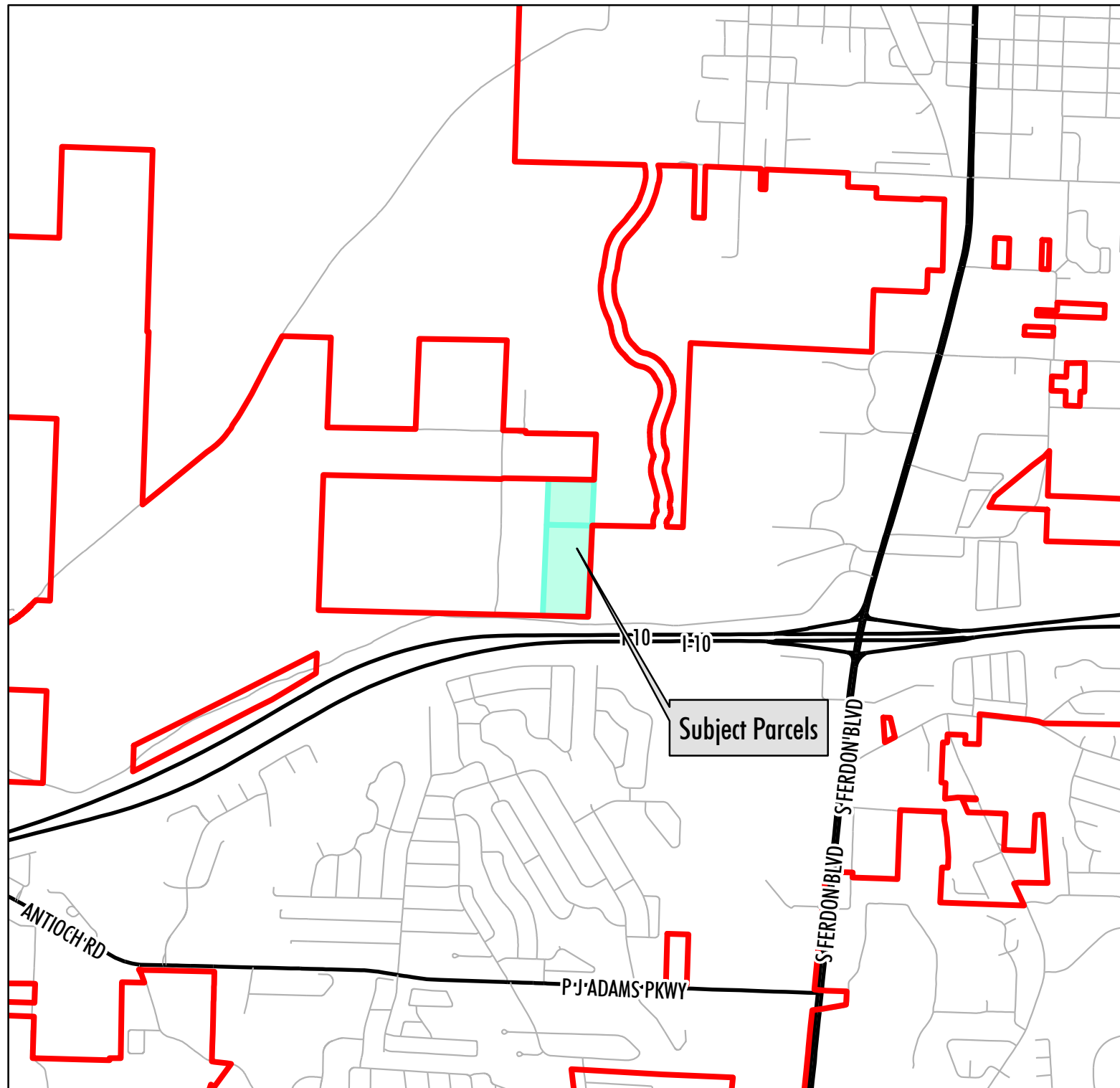
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



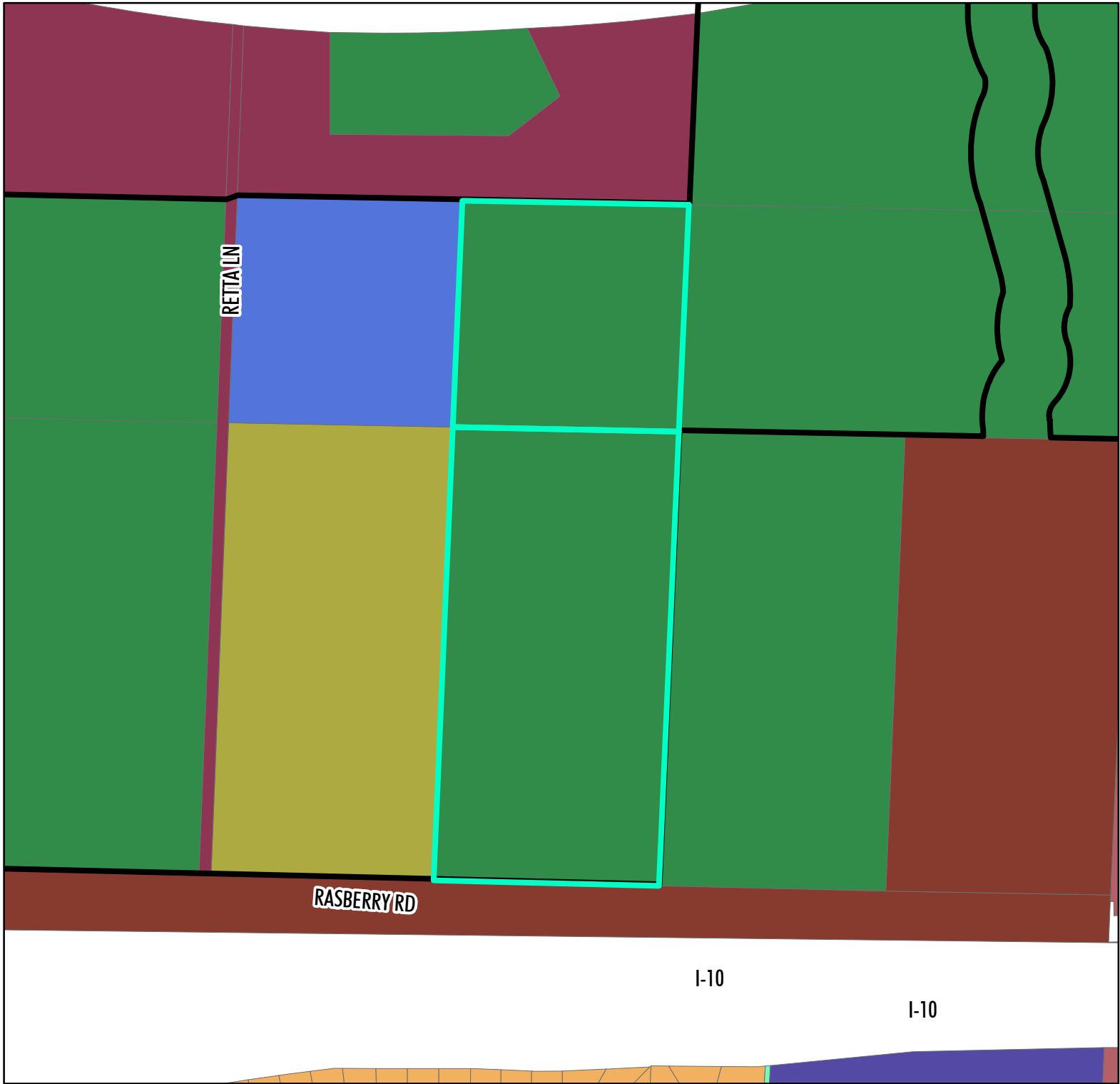
Vicinity Map



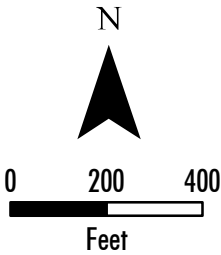
Not to Scale



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use

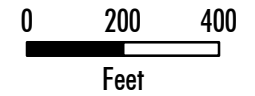


Legend

- Subject Parcels
- City Limits
- Existing Use
 - Improved A
 - Municipal
 - No AG Acre
 - Res Common
 - Single Family
 - Timberland
 - Vacant
 - Vacant/Commercial
 - Wasteland

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use



Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

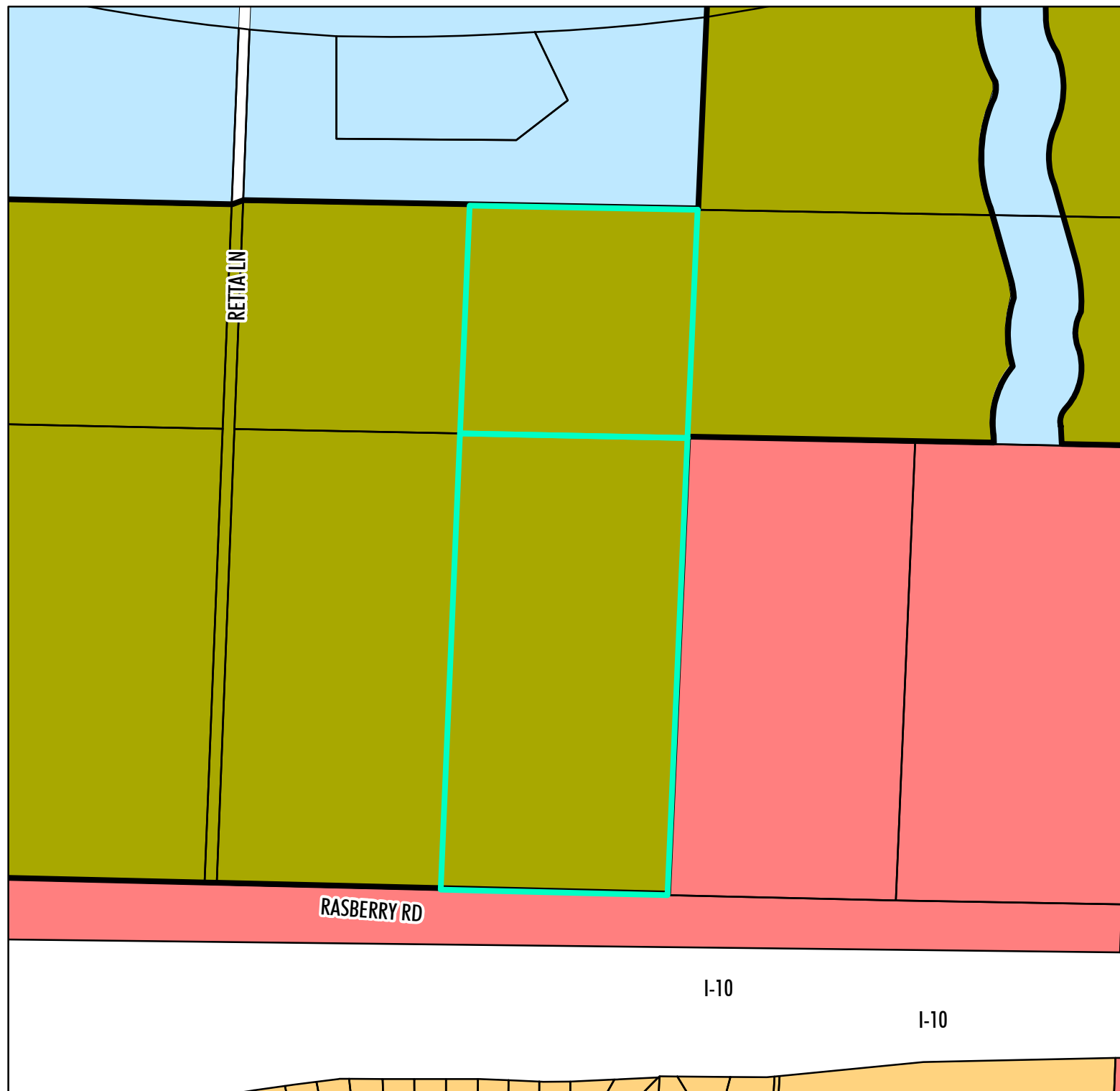
Conservation (CON)

Public Lands (PL)

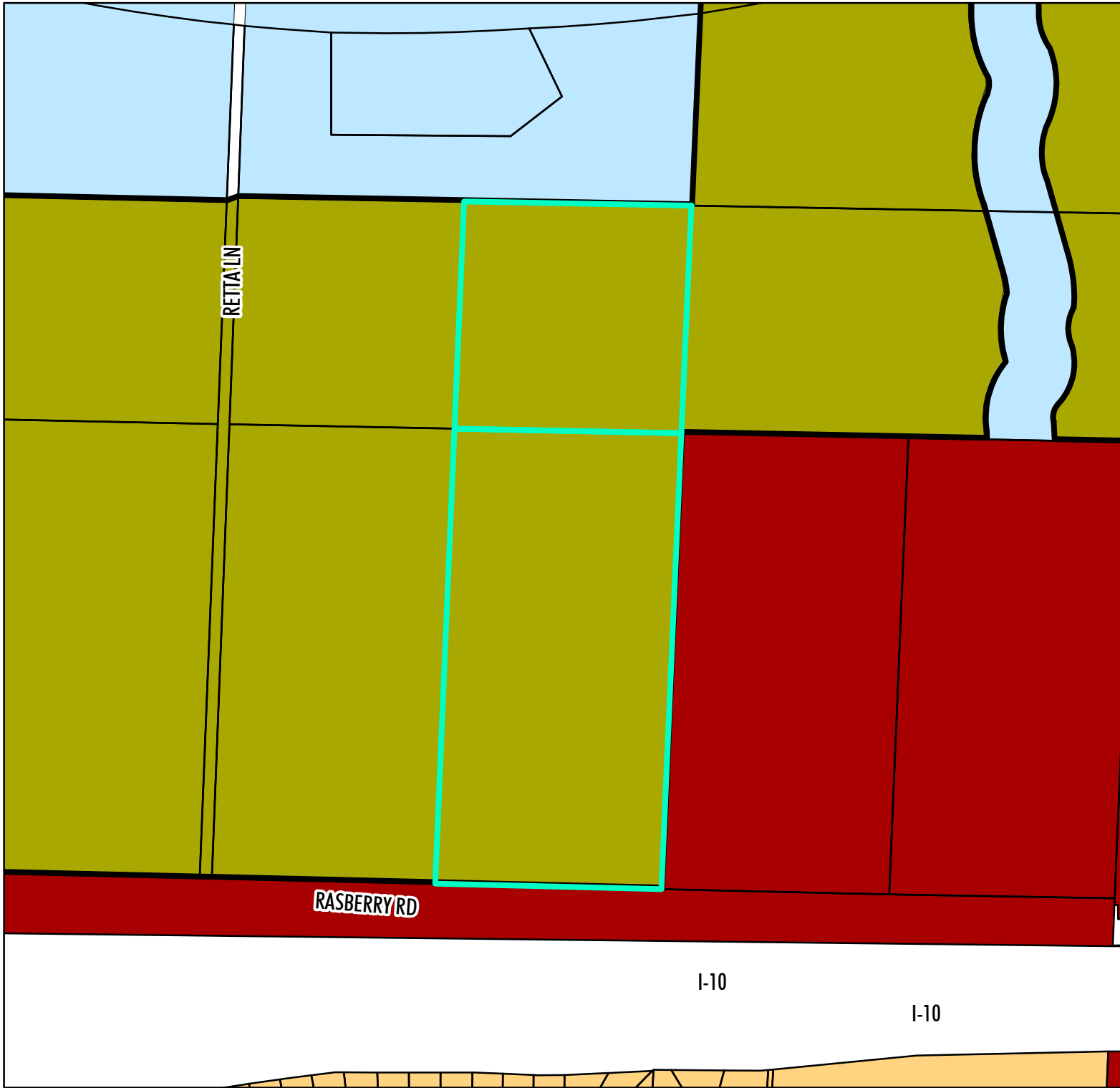
Residential (R)

County Future Land Use

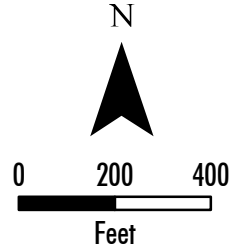
Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

- Subject Parcels
- City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

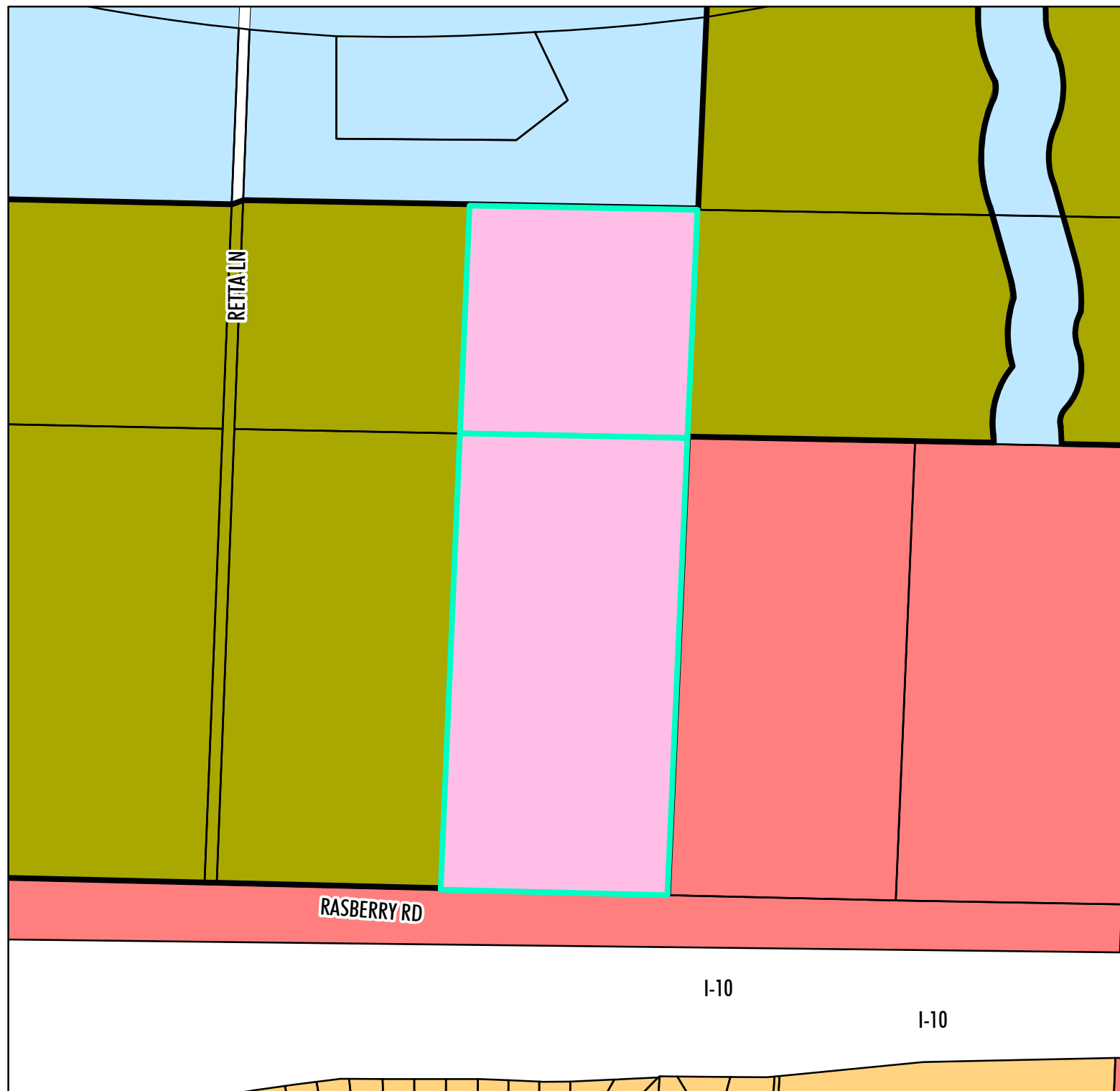
Conservation (CON)

Public Lands (PL)

Residential (R)

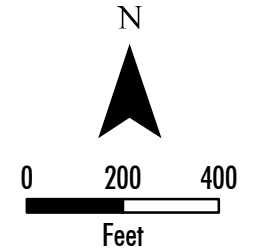
County Future Land Use

Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

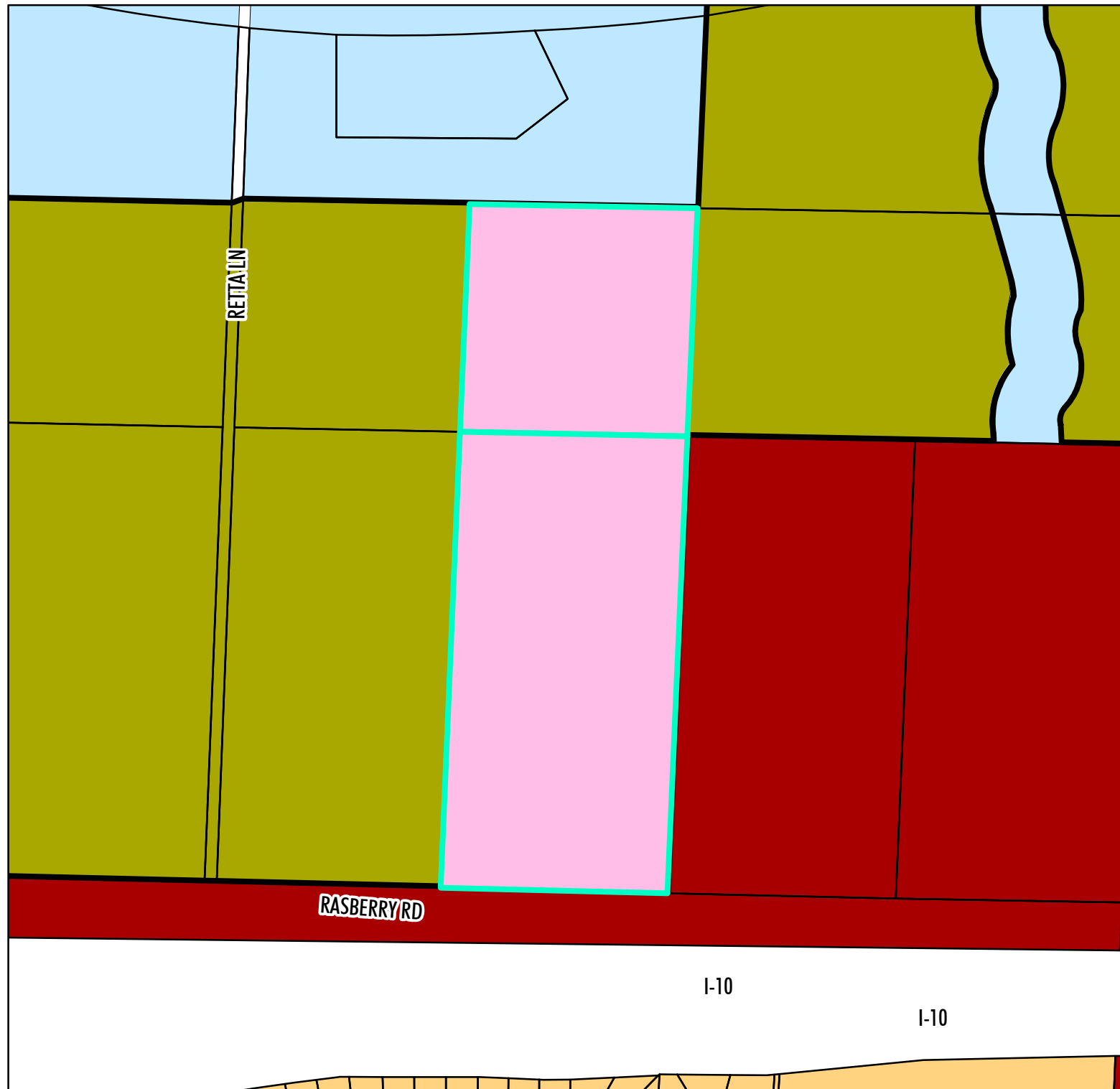
City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

Mixed Use (MU)



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 2/10/2022
SUBJECT: Ordinance 1845 - Rasberry Road Rezoning

BACKGROUND:

On October 1, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Rasberry Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use.

The application requests the Mixed Use (MU) zoning designation for the property.

The Planning and Development Board recommended approval on January 3, 2022, and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Bowman Fred Phillip
6090 Old Bethel Rd
Crestview, FL 32536
Parcel ID: 30-3N-23-0000-0006-0020
30-3N-23-0000-0008-0010
Site Size: 30.12 acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Public Lands (PL)	Public Lands (P)	Vacant
East	Okaloosa County Mixed Use and Commercial (C)	Okaloosa County Mixed Use and Commercial High-Intensity District (C-2)	Vacant
South	Commercial (C)	Commercial High-Intensity District (C-2)	Vacant
West	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low-intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of two (2) lots in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. The property was posted on December 21, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1845 on second reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1845

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 30.12 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 30, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE ZONING DISTRICT TO THE MIXED USE ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 30.12 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 30.12 acres, more or less, being formerly zoned Okaloosa County Mixed Use with the Mixed Use (MU) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1844, is hereby rezoned to Mixed Use (MU) to wit:

Parcel 30-3N-23-0000-0006-0020

The East ½ of Northwest ¼ of Southeast ¼ of Section 30, Township 3 North, Range 23 West, Okaloosa County, Florida. LESS AND EXCEPT the North 33 feet thereof previously reserved for road Right of Way.

Parcel 30-3N-23-0000-0008-0010

East ½ of the South ½ of the Southwest ¼ of the Northeast ¼, Section 30, Township 3 North, Range 23 West, Okaloosa County, Florida

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and

resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1844 and becomes legally effective.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2022.

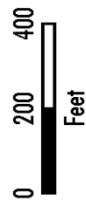
ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

Adopted Zoning



Legend

- Subject Parcels
- City Limits

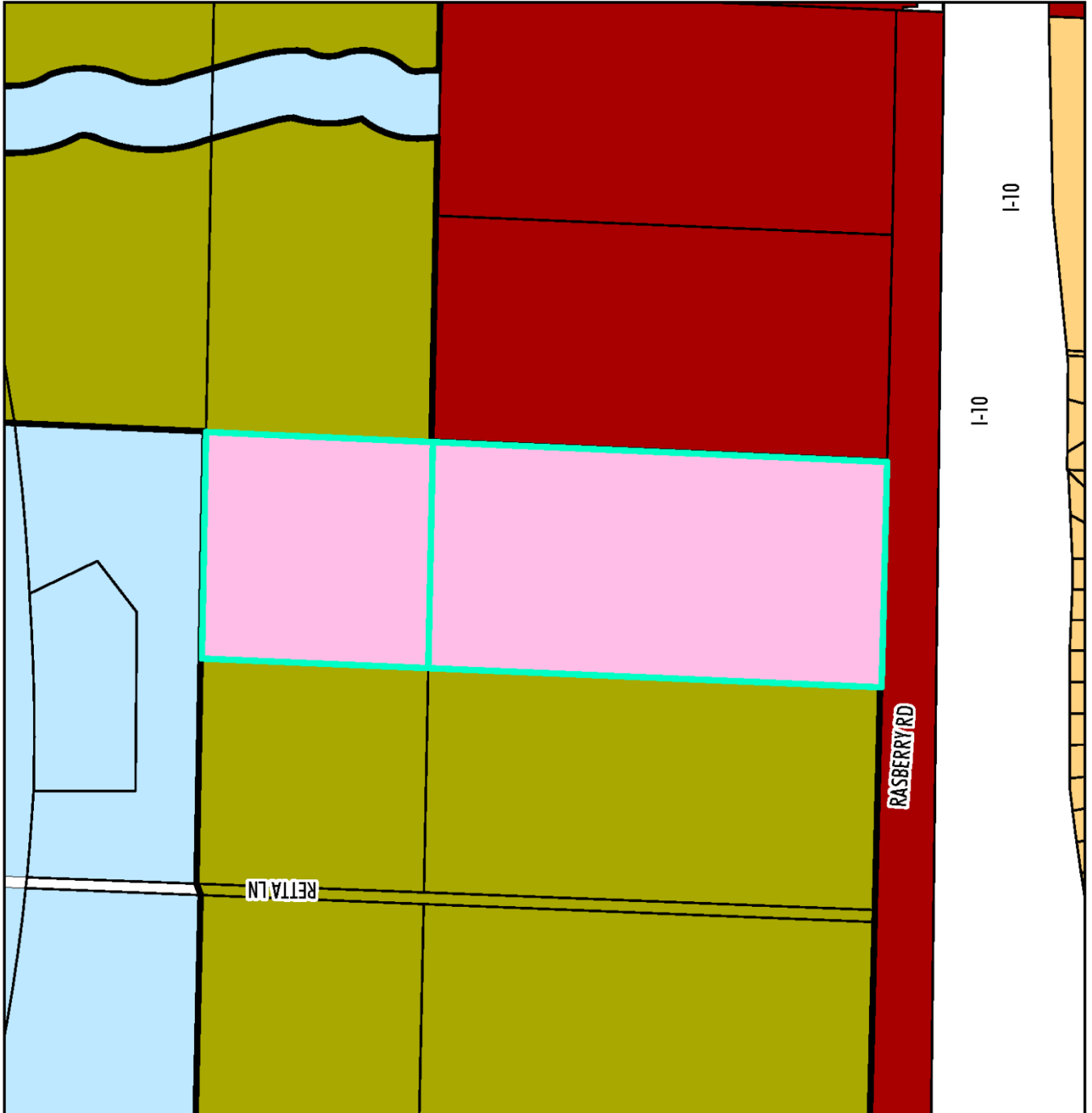
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)

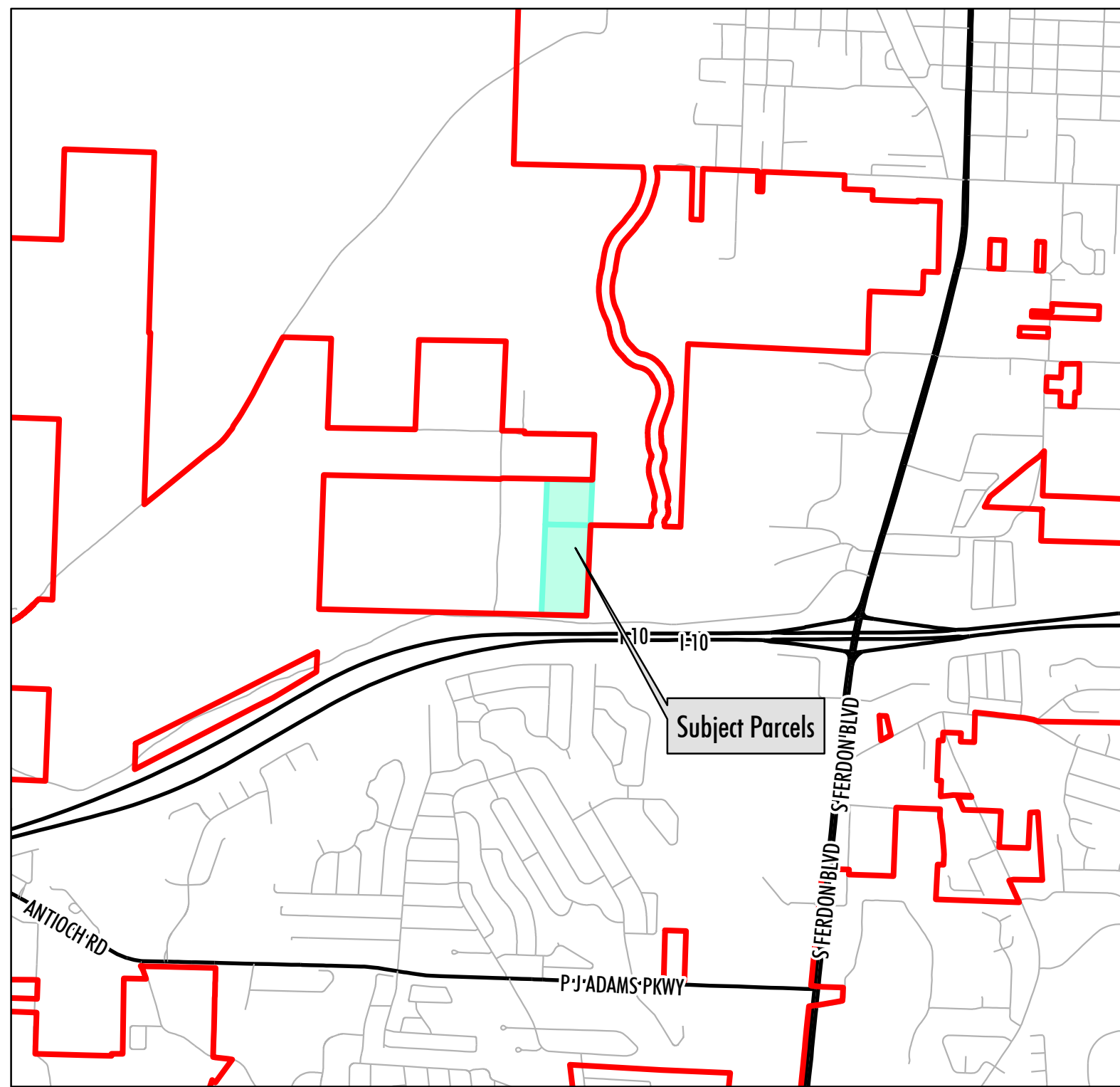
PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



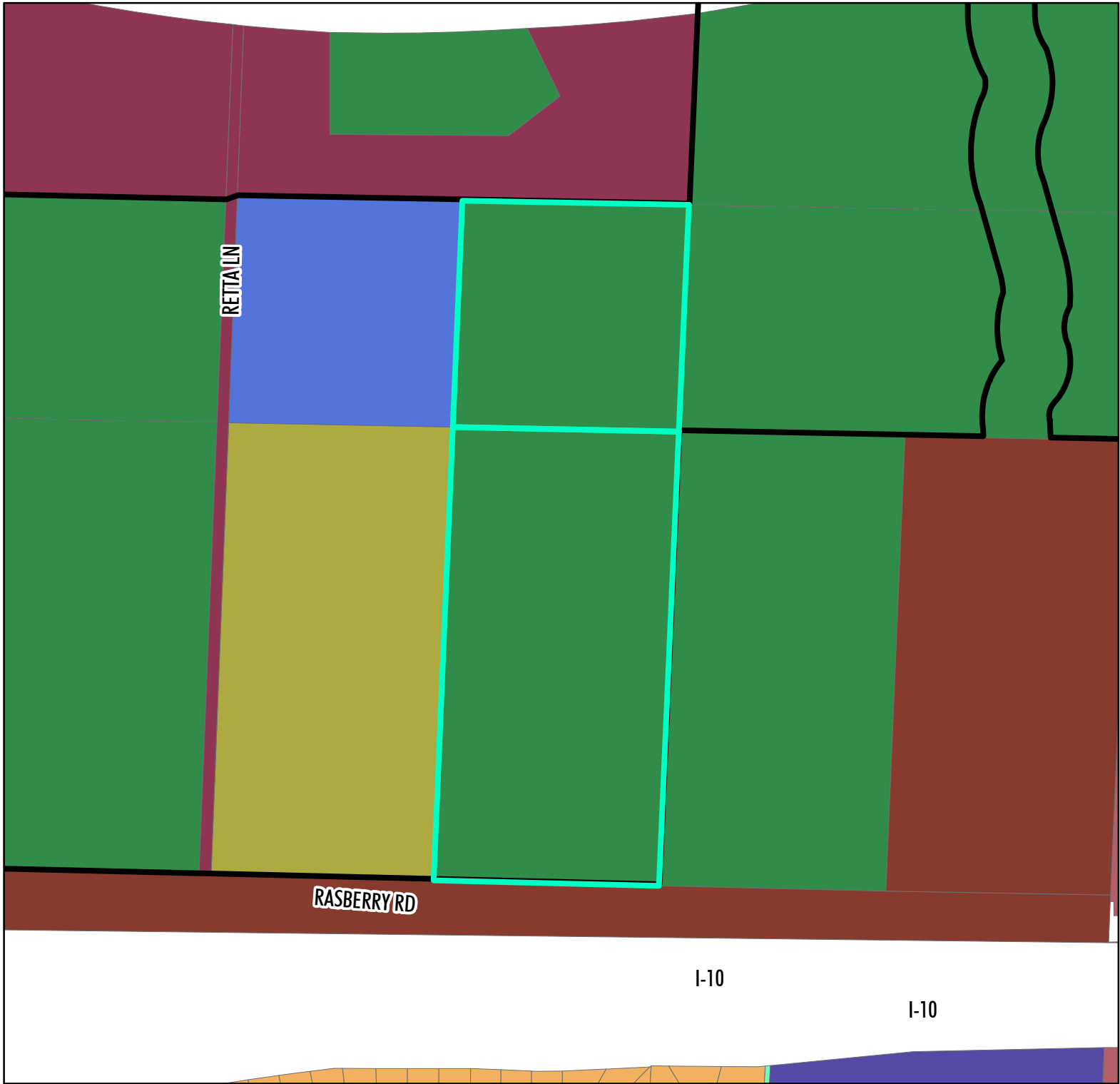
Vicinity Map



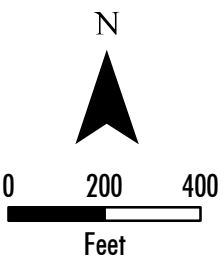
Not to Scale



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
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OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Existing Use

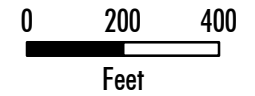


Legend

- Subject Parcels
- City Limits
- Existing Use
 - Improved A
 - Municipal
 - No AG Acre
 - Res Common
 - Single Family
 - Timberland
 - Vacant
 - Vacant/Commercial
 - Wasteland

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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Current Future Land Use



Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

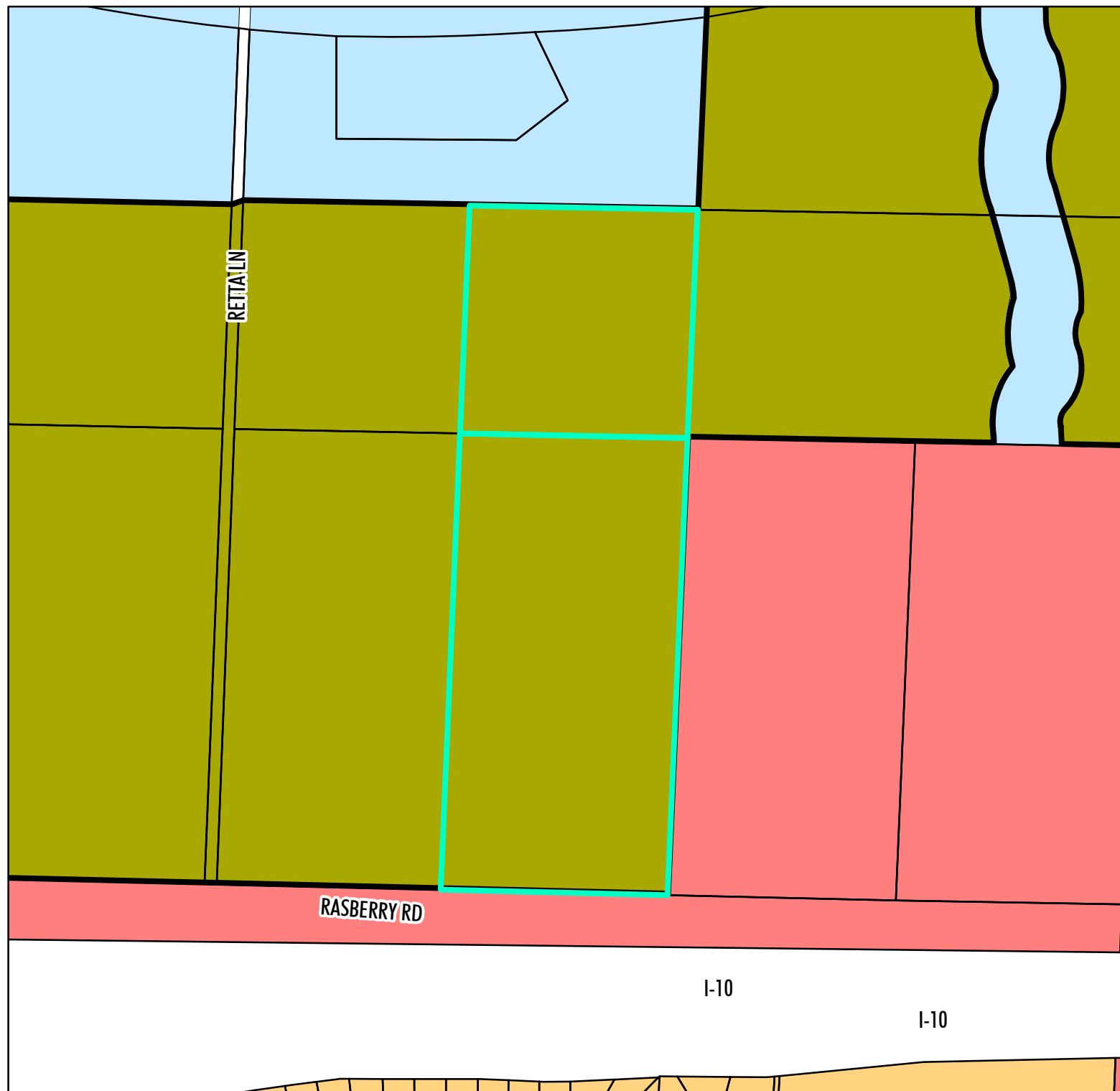
Conservation (CON)

Public Lands (PL)

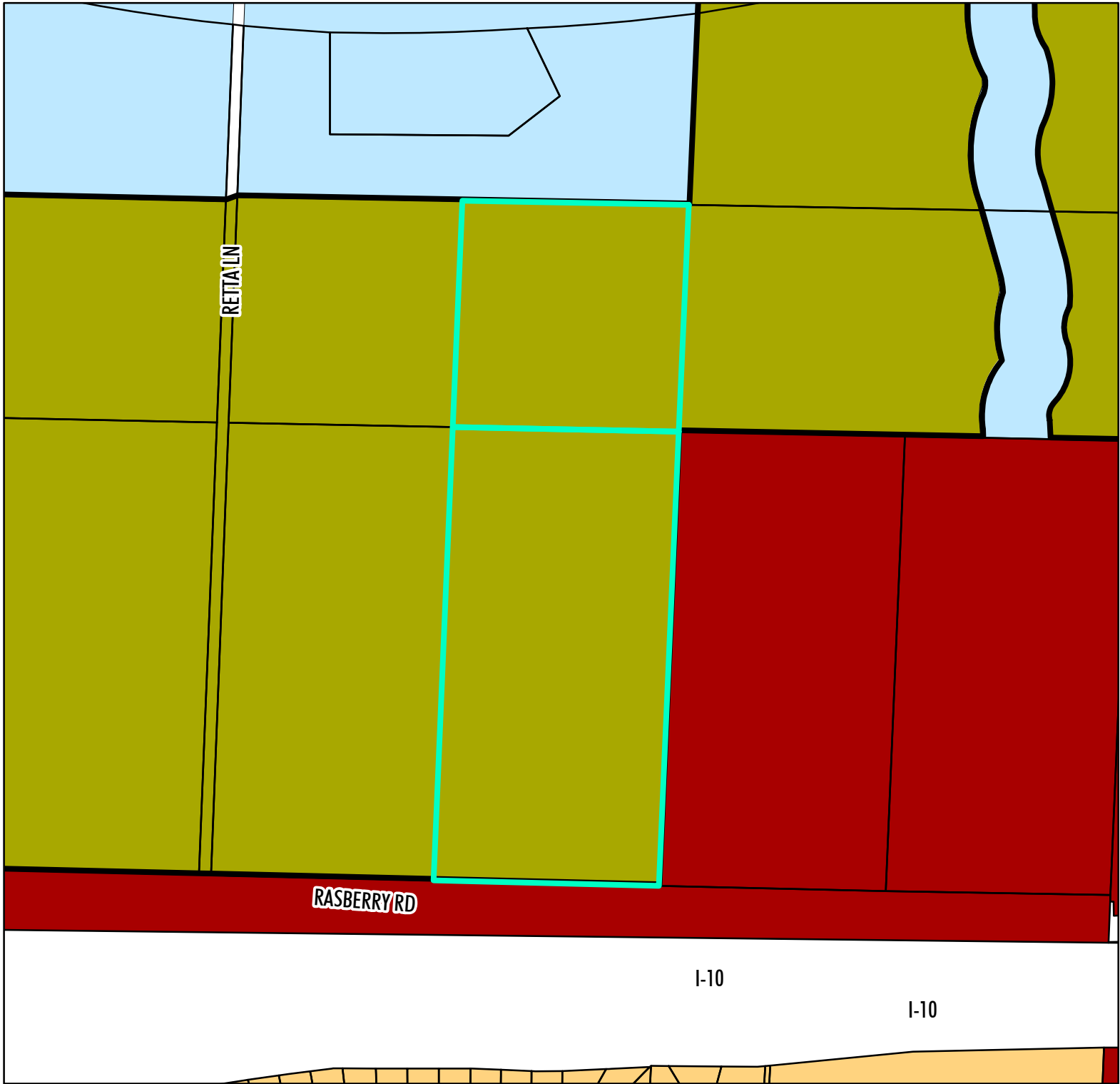
Residential (R)

County Future Land Use

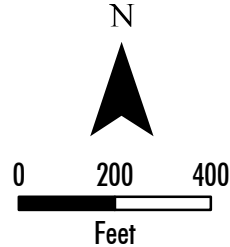
Mixed Use (MU)



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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Current Zoning



Legend

- Subject Parcels
- City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Mixed Use (MU)

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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 200 400
Feet

Legend

Subject Parcels

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

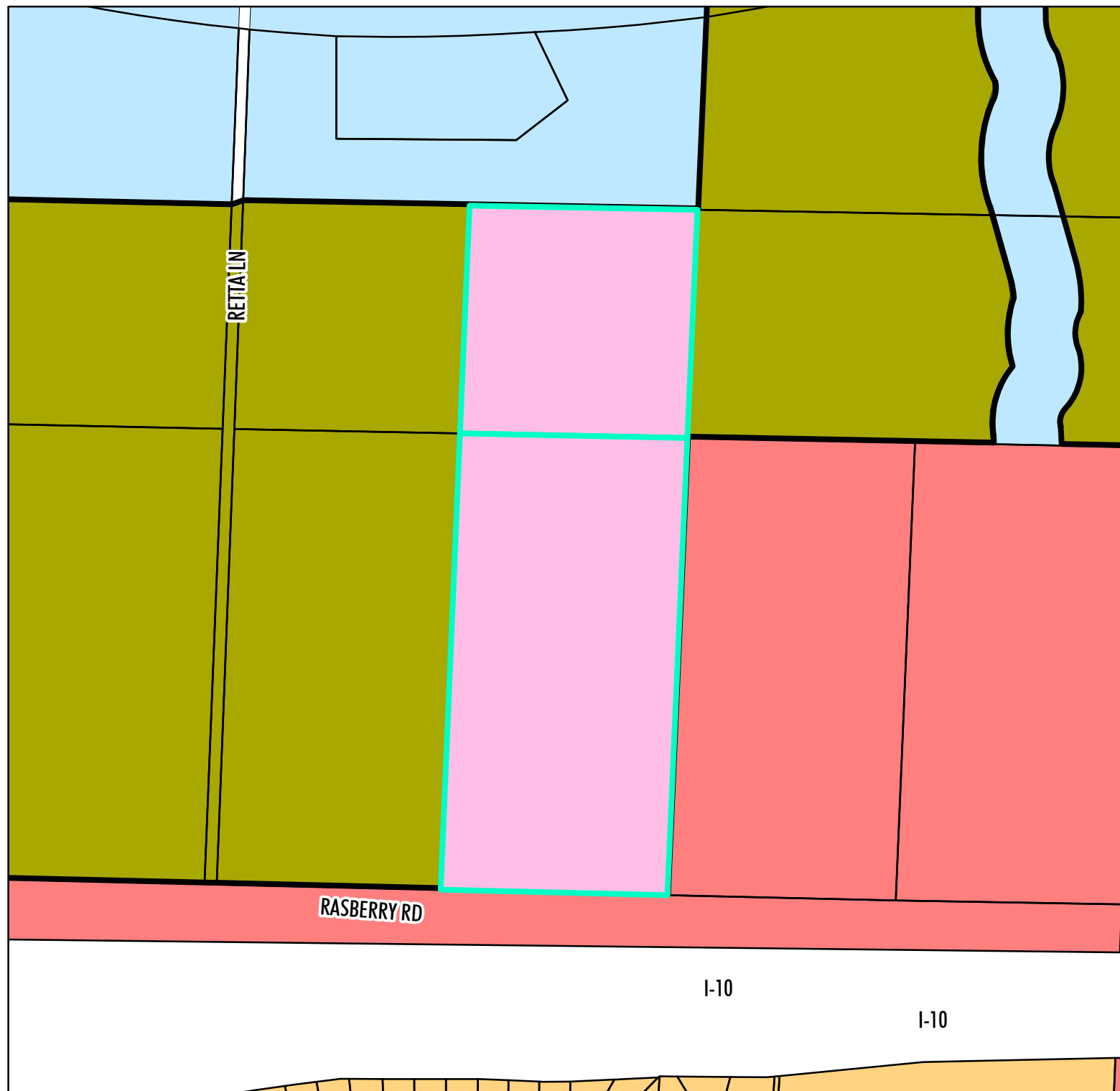
Conservation (CON)

Public Lands (PL)

Residential (R)

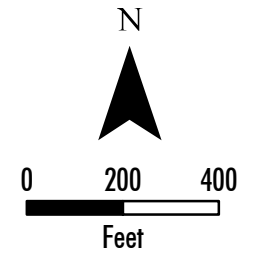
County Future Land Use

Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcels

City Limits

City Zoning

Single Family Low Density District (R-1)

Single Family Medium Density District (R-2)

Single and Multi-Family Dwelling District (R-3)

Mixed Use (MU)

Commercial (C-1)

Commercial (C-2)

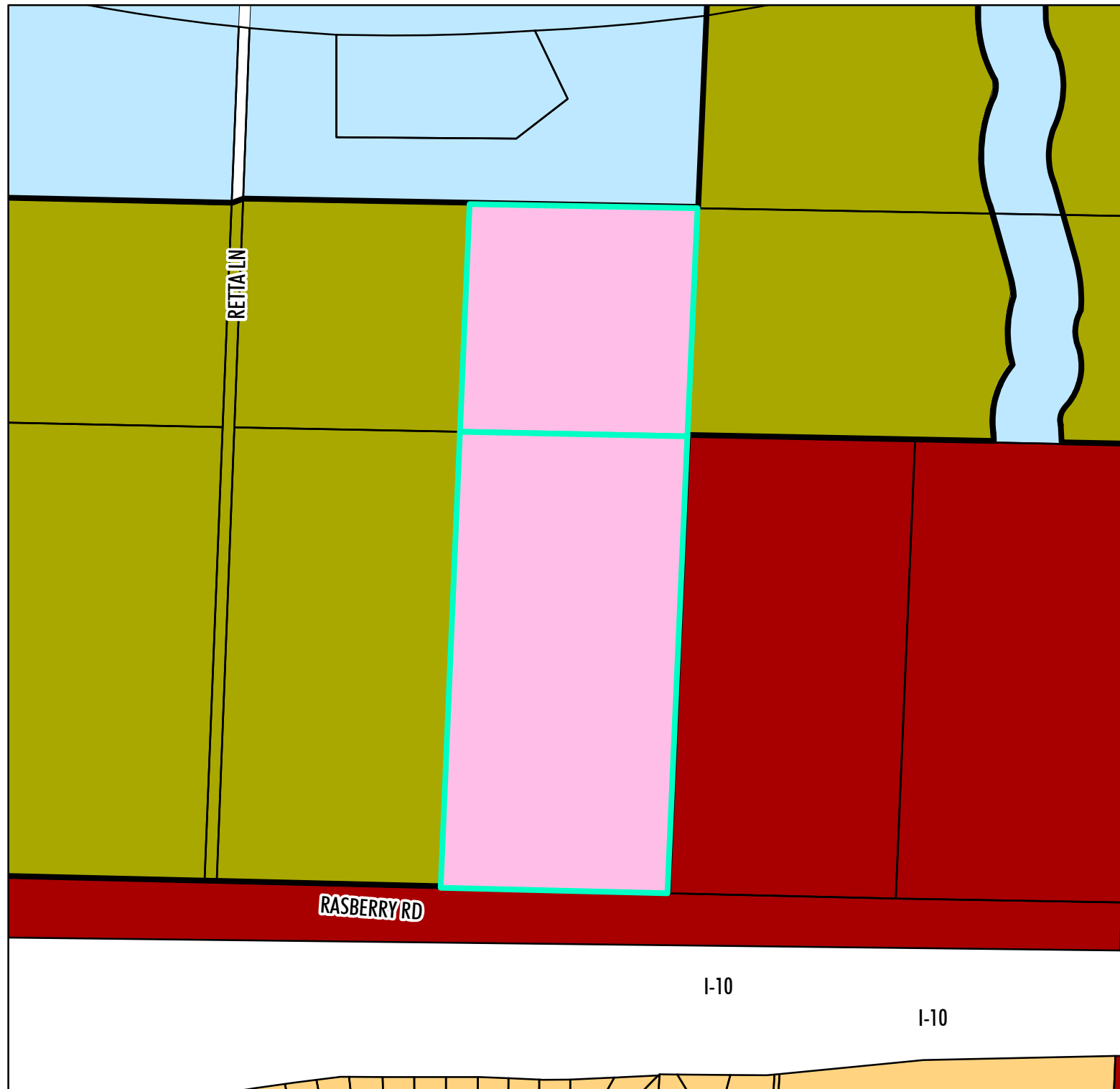
Industrial (IN)

Public Lands (P)

Conservation (E)

County Zoning

Mixed Use (MU)



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COMMUNITY DEVELOPMENT SERVICES
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OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 1/18/2022
SUBJECT: Ordinance 1852 - Patriot Lane Annexation

BACKGROUND:

On November 24, 2021, staff received an application to annex and to amend the Comprehensive Plan and zoning designations for property located on Patriot Lane.

The subject property is currently located within unincorporated Okaloosa County with a Future Land Use and zoning designation of Low Density Residential and Residential-1, respectively.

The Planning and Development Board recommended approval of the request on January 3, 2022 and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Long Term Care Of Crestview
PO Box 181
Jay, FL 32565
Parcel ID: 21-3N-23-0000-0017-0120
Site Size: 1.37 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed Use (MU)	Mixed Use (MU)	Vacant
East	Okaloosa County Low Density Residential and Residential (R)	Okaloosa County Residential-1 and Single Family Medium Density District (R-2)	Vacant/Residential
South	Residential (R)	Single Family Medium Density District (R-2)	Vacant
West	Commercial (C)	Commercial (C-1)	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on December 20, 2021. The property was posted on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

The cost of advertising is approximately \$700.00.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1852 on 2nd reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1852

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 1.37 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 21-3N-23-0000-0017-0120 (Deed recorded in Book 3314, page 4114, dated August 23, 2017)

A portion of: Tract 18, Sandy Lake Estates:

Commence at the Northwest corner of South one-half of Section 21, Township 3 North, Range 23 West; thence South 00 degrees 13 minutes 00 seconds East 33.0 feet to a concrete monument on the South right of way of Aplin Road, thence with said right of way, North 89 degrees 41 minutes 48 seconds East 960.02 feet to an iron pin of the East right of way of a 60 foot road right of way; thence with said right of way, South 00 degrees 18 minutes 12 seconds East 1320.57 feet to an iron pin on the South side of a 60 feet road right of way, the Point of Beginning of Tract herein described; thence with said right of way, North 89 degrees 47 minutes 30 seconds East 399.94 feet to an iron pin, thence South 10 degrees 36 minutes 02 seconds East 620.39 feet to a point on Lago Creek; thence with Lago Creek, South 41 degrees 16 minutes 17 seconds West 218.56 feet; thence South 73 degrees 18 minutes 48 seconds West 137.84 feet to an iron pin, thence leaving said creek, North 31 degrees 21 minutes 42 seconds West 452.71 feet to an iron pin on the East right of way of a 60 foot road; thence with said East right of way North 00 degrees 18 minutes 12 seconds West 425.63 feet to an iron pin of the South right of way of a 60 foot road, the Point of Beginning, in Section 21, Township 3 North, Range 23 West, Okaloosa County, Florida. Excepting thereout and therefrom any portion of the aforesaid premises lying Southerly of Lago Creek, but conveying and including herein all lands lying Northerly of Lago Creek Incorporated between the Easterly and Westerly boundaries of the parcel heretofore described.

Less and Except:

PARCEL "A" (AS SURVEYED BY SOUTHERN ENGINEERING GROUP, PA)

COMMENCE AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA, THENCE PROCEED SOUTH 00 DEGREES 13 MINUTES 00 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, A DISTANCE OF 31 98 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF APLIN ROAD, (66 0 FOOT RIGHT OF WAY), THENCE, DEPARTING THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, PROCEED NORTH 89 DEGREES 30 MINUTES 28 SECONDS EAST, ALONG THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, A DISTANCE OF 956.48 FEET TO A POINT ON THE EASTERLY LINE OF AN 60.0 WIDE RIGHT OF WAY; THENCE, DEPARTING THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, PROCEED SOUTH 00 DEGREES 22 MINUTES 56 SECONDS EAST, ALONG THE EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY LINE, A DISTANCE OF 1322 01 FEET TO A POINT ON THE SOUTHERLY LINE OF AN 60 0 FOOT WIDE RIGHT OF WAY AND THE POINT BEGINNING, THENCE PROCEED NORTH 89 DEGREES 42 MINUTES 31 SECONDS EAST, ALONG THE SOUTHERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, A DISTANCE OF 399 98 FEET, THENCE, DEPARTING THE SOUTHERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, PROCEED SOUTH 10 DEGREES 43 MINUTES 50 SECONDS EAST, A DISTANCE OF 495 77 FEET, THENCE PROCEED SOUTH 57 DEGREES 57 MINUTES 11 SECONDS WEST, A DISTANCE OF 385 93 FEET, THENCE PROCEED NORTH 31 DEGREES 29 MINUTES 36 SECONDS WEST, A DISTANCE OF 310 73 FEET TO A POINT ON EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, THENCE PROCEED NORTH 00 DEGREES 22 MINUTES 56 SECONDS WEST, ALONG THE EASTERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, DISTANCE OF 424 90 FEET TO THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED, CONTAINING 6.00 ACRES, MORE OR LESS

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel as Mixed Use (MU) with Mixed Use (MU) to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

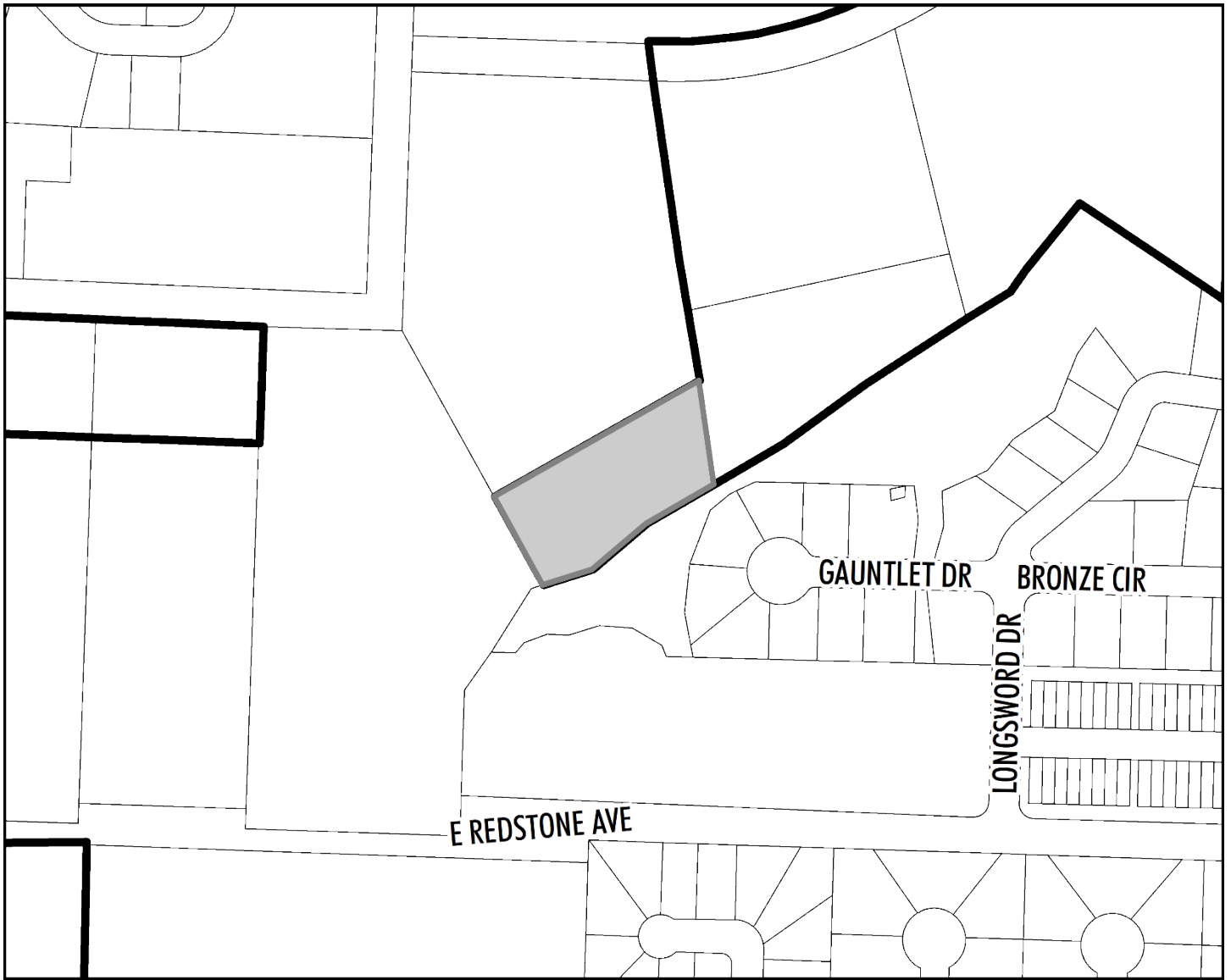
FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

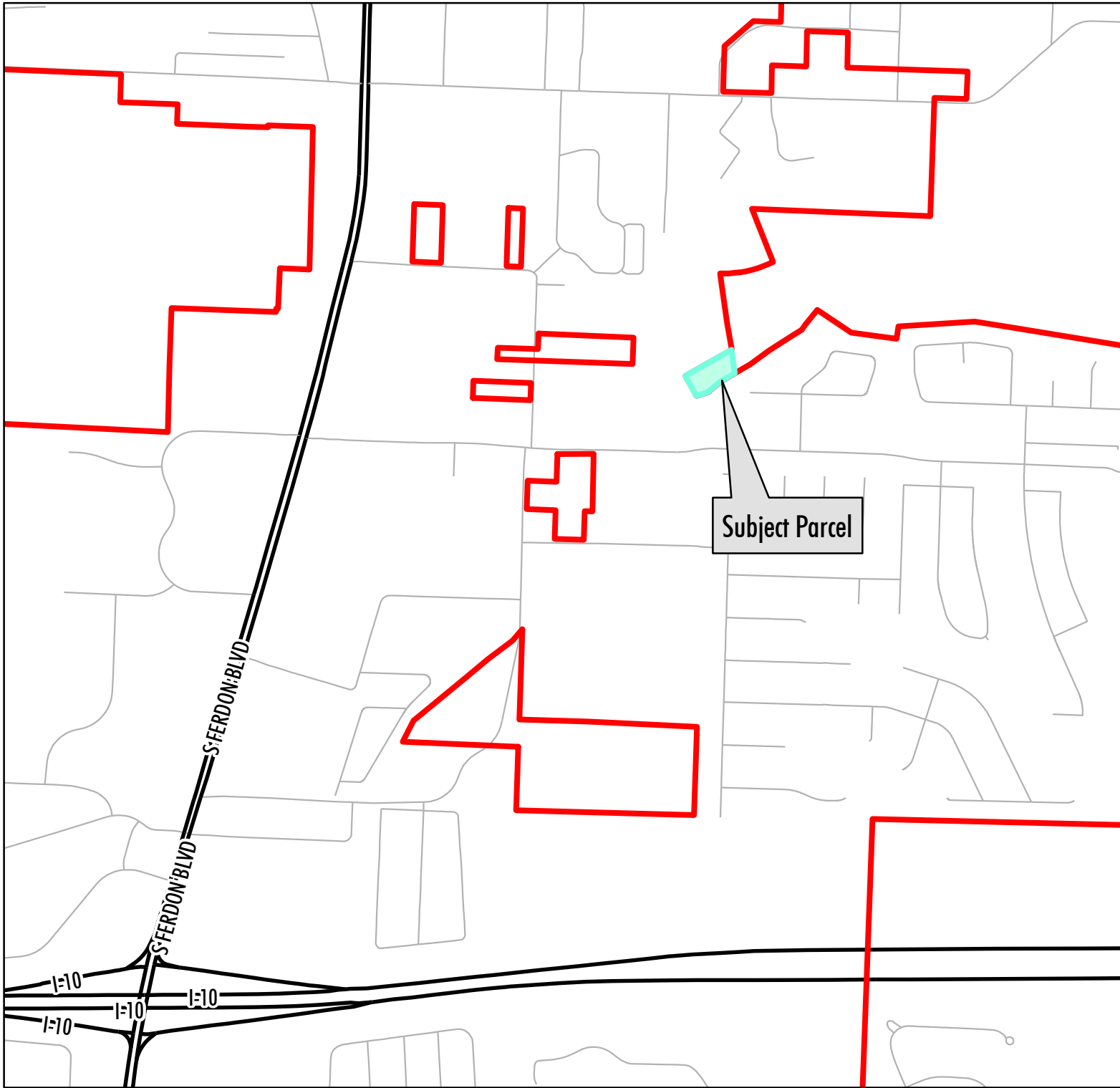
J. B. Whitten
Mayor



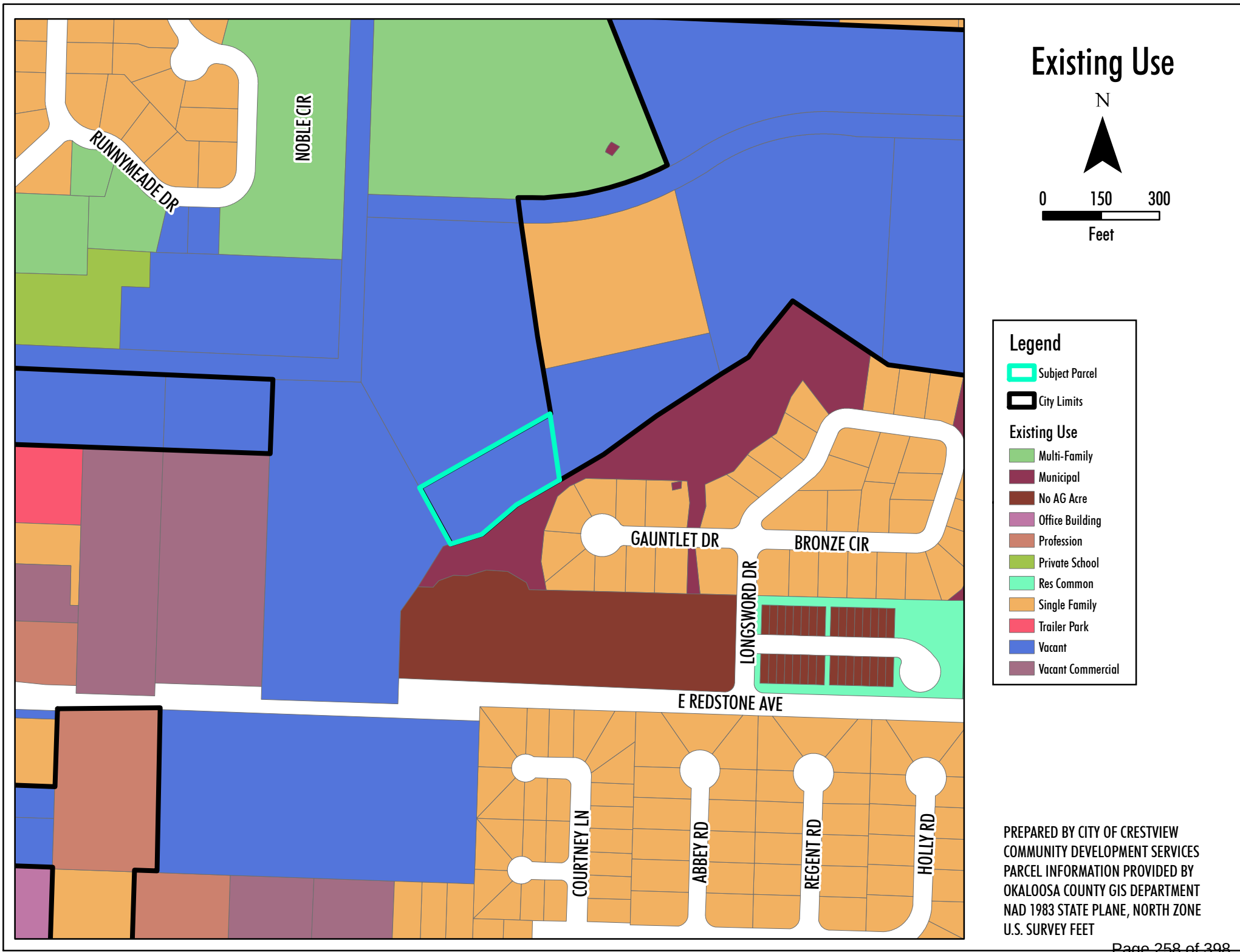
Vicinity Map



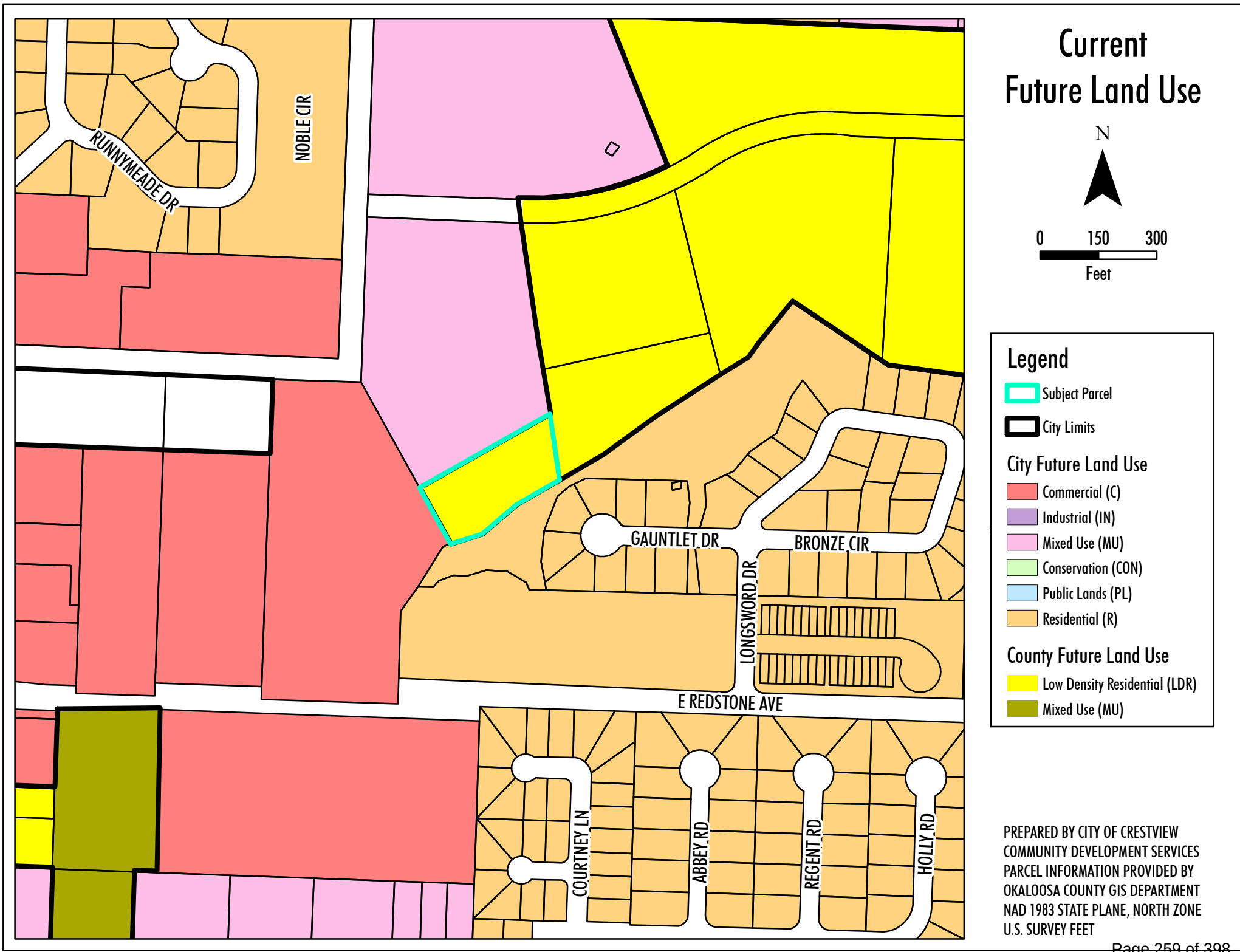
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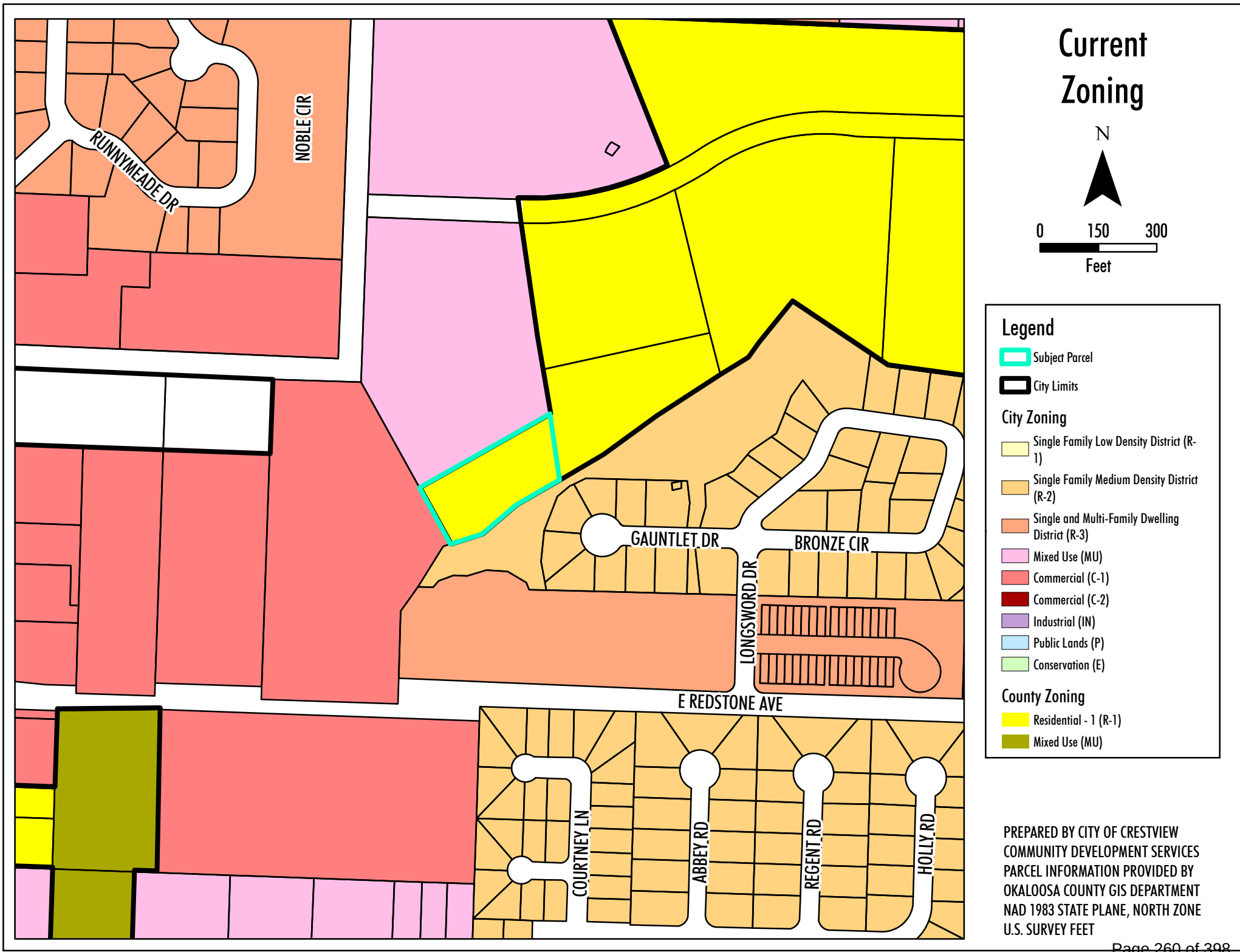


PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

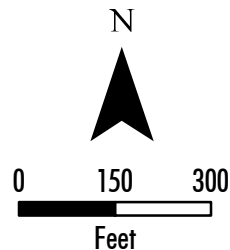


PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Current Zoning



Legend

- Subject Parcel
- City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 150 300
Feet

Legend

 Subject Parcel

 City Limits

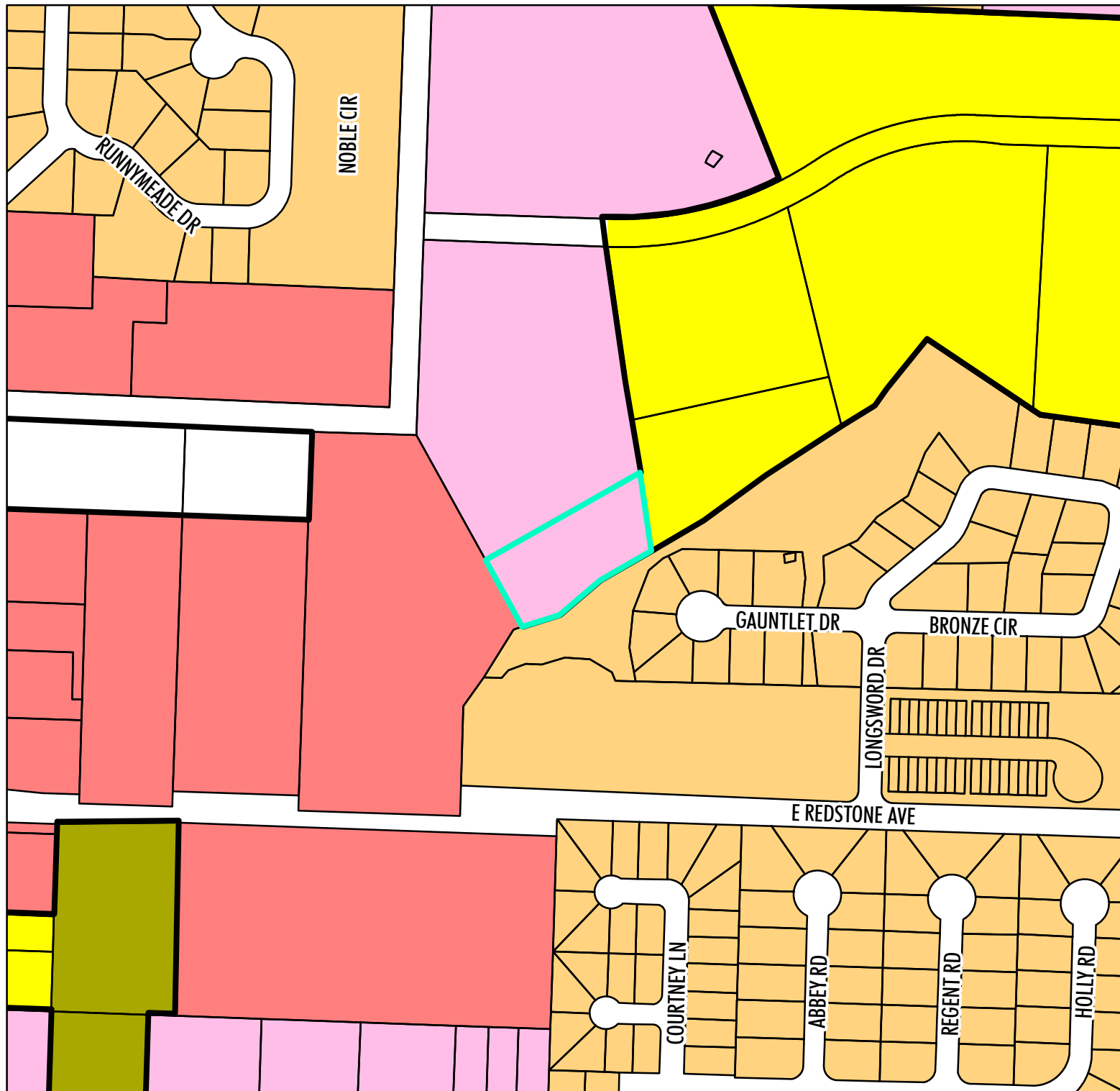
City Future Land Use

-  Commercial (C)
-  Industrial (IN)
-  Mixed Use (MU)
-  Conservation (CON)
-  Public Lands (PL)
-  Residential (R)

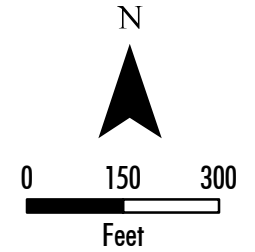
County Future Land Use

-  Low Density Residential (LDR)
-  Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Proposed Zoning



Legend

Subject Parcel

City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 1/18/2022
SUBJECT: Ordinance 1853 - Patriot Lane Comprehensive Plan Amendment

BACKGROUND:

On November 24, 2021, staff received an application to annex and to amend the Comprehensive Plan and zoning designations for property located on Patriot Lane.

The subject property is currently located within unincorporated Okaloosa County with a Future Land Use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Mixed Use (MU) future land use designation for the property.

The Planning and Development Board recommended approval of the request on January 3, 2022 and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Long Term Care Of Crestview
PO Box 181
Jay, FL 32565
Parcel ID: 21-3N-23-0000-0017-0120
Site Size: 1.37 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed Use (MU)	Mixed Use (MU)	Vacant
East	Okaloosa County Low Density Residential and Residential (R)	Okaloosa County Residential-1 and Single Family Medium Density District (R-2)	Vacant/Residential
South	Residential (R)	Single Family Medium Density District (R-2)	Vacant
West	Commercial (C)	Commercial (C-1)	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. The property was posted on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1853 on 2nd reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1853

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY LOW DENSITY RESIDENTIAL TO MIXED USE ON APPROXIMATELY 1.37 ACRES, MORE OR LESS, IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Low Density Residential to Mixed Use (MU) on a parcel of land containing 1.37 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 1.37 acres of land, more or less, from Okaloosa County Low Density Residential to Mixed Use (MU). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 1.37 acres, more or less, is known as Parcel 21-3N-23-0000-0017-0120 and commonly described as:

A portion of: Tract 18, Sandy Lake Estates:

Commence at the Northwest corner of South one-half of Section 21, Township 3 North, Range 23 West; thence South 00 degrees 13 minutes 00 seconds East 33.0 feet to a concrete monument on the South right of way of Aplin Road, thence with said right of way, North 89 degrees 41 minutes 48 seconds East 960.02 feet to an iron pin of the East right of way of a 60 foot road right of way; thence with said right of way, South 00 degrees 18 minutes 12 seconds East 1320.57 feet to an iron pin on the South side of a 60 feet road right of way, the Point of Beginning of Tract herein

described; thence with said right of way, North 89 degrees 47 minutes 30 seconds East 399.94 feet to an iron pin, thence South 10 degrees 36 minutes 02 seconds East 620.39 feet to a point on Lago Creek; thence with Lago Creek, South 41 degrees 16 minutes 17 seconds West 218.56 feet; thence South 73 degrees 18 minutes 48 seconds West 137.84 feet to an iron pin, thence leaving said creek, North 31 degrees 21 minutes 42 seconds West 452.71 feet to an iron pin on the East right of way of a 60 foot road; thence with said East right of way North 00 degrees 18 minutes 12 seconds West 425.63 feet to an iron pin of the South right of way of a 60 foot road, the Point of Beginning, in Section 21, Township 3 North, Range 23 West, Okaloosa County, Florida. Excepting thereout and therefrom any portion of the aforesaid premises lying Southerly of Lago Creek, but conveying and including herein all lands lying Northerly of Lago Creek Incorporated between the Easterly and Westerly boundaries of the parcel heretofore described.

Less and Except:

PARCEL "A" (AS SURVEYED BY SOUTHERN ENGINEERING GROUP, PA)

COMMENCE AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA, THENCE PROCEED SOUTH 00 DEGREES 13 MINUTES 00 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, A DISTANCE OF 31 98 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF APLIN ROAD, (66 0 FOOT RIGHT OF WAY), THENCE, DEPARTING THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, PROCEED NORTH 89 DEGREES 30 MINUTES 28 SECONDS EAST, ALONG THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, A DISTANCE OF 956.48 FEET TO A POINT ON THE EASTERLY LINE OF AN 60.0 WIDE RIGHT OF WAY; THENCE, DEPARTING THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, PROCEED SOUTH 00 DEGREES 22 MINUTES 56 SECONDS EAST, ALONG THE EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY LINE, A DISTANCE OF 1322 01 FEET TO A POINT ON THE SOUTHERLY LINE OF AN 60 0 FOOT WIDE RIGHT OF WAY AND THE POINT BEGINNING, THENCE PROCEED NORTH 89 DEGREES 42 MINUTES 31 SECONDS EAST, ALONG THE SOUTHERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, A DISTANCE OF 399 98 FEET, THENCE, DEPARTING THE SOUTHERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, PROCEED SOUTH 10 DEGREES 43 MINUTES 50 SECONDS EAST, A DISTANCE OF 495 77 FEET, THENCE PROCEED SOUTH 57 DEGREES 57 MINUTES 11 SECONDS WEST, A DISTANCE OF 385 93 FEET, THENCE PROCEED NORTH 31 DEGREES 29 MINUTES 36 SECONDS WEST, A DISTANCE OF 310 73 FEET TO A POINT ON EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, THENCE PROCEED NORTH 00 DEGREES 22 MINUTES 56 SECONDS WEST, ALONG THE EASTERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, DISTANCE OF 424 90 FEET TO THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED, CONTAINING 6.00 ACRES, MORE OR LESS

The Mixed Use (MU) Future Land Use Category is hereby imposed on Parcel 21-3N-23-0000-0017-0120. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 21-3N-23-0000-0017-0120 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2022.**

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. Whitten
Mayor

Adopted Future Land Use



Legend

Subject Parcel

City Limits

City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

Conservation (CON)

Public Lands (PL)

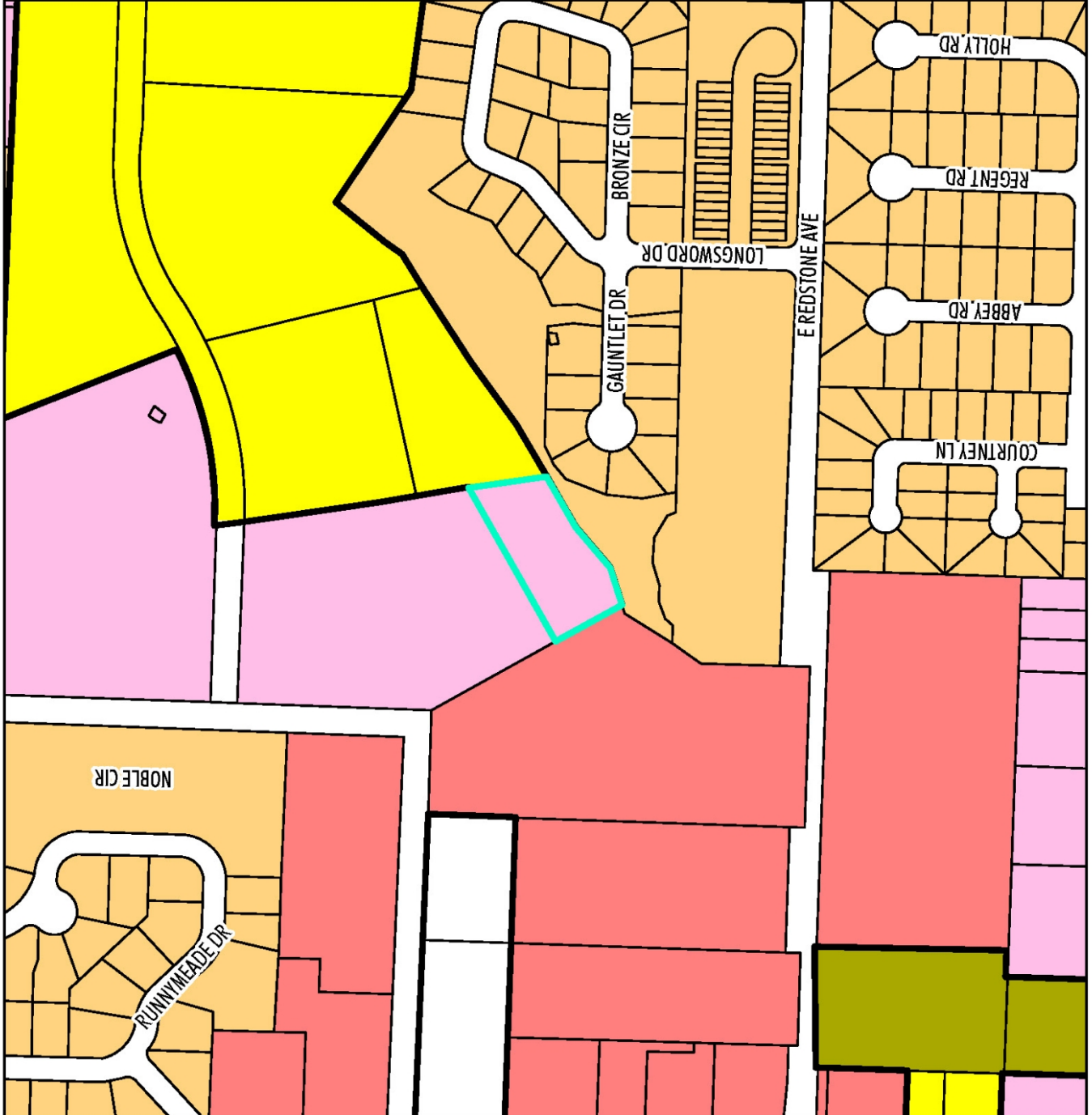
Residential (R)

County Future Land Use

Low Density Residential (LDR)

Mixed Use (MU)

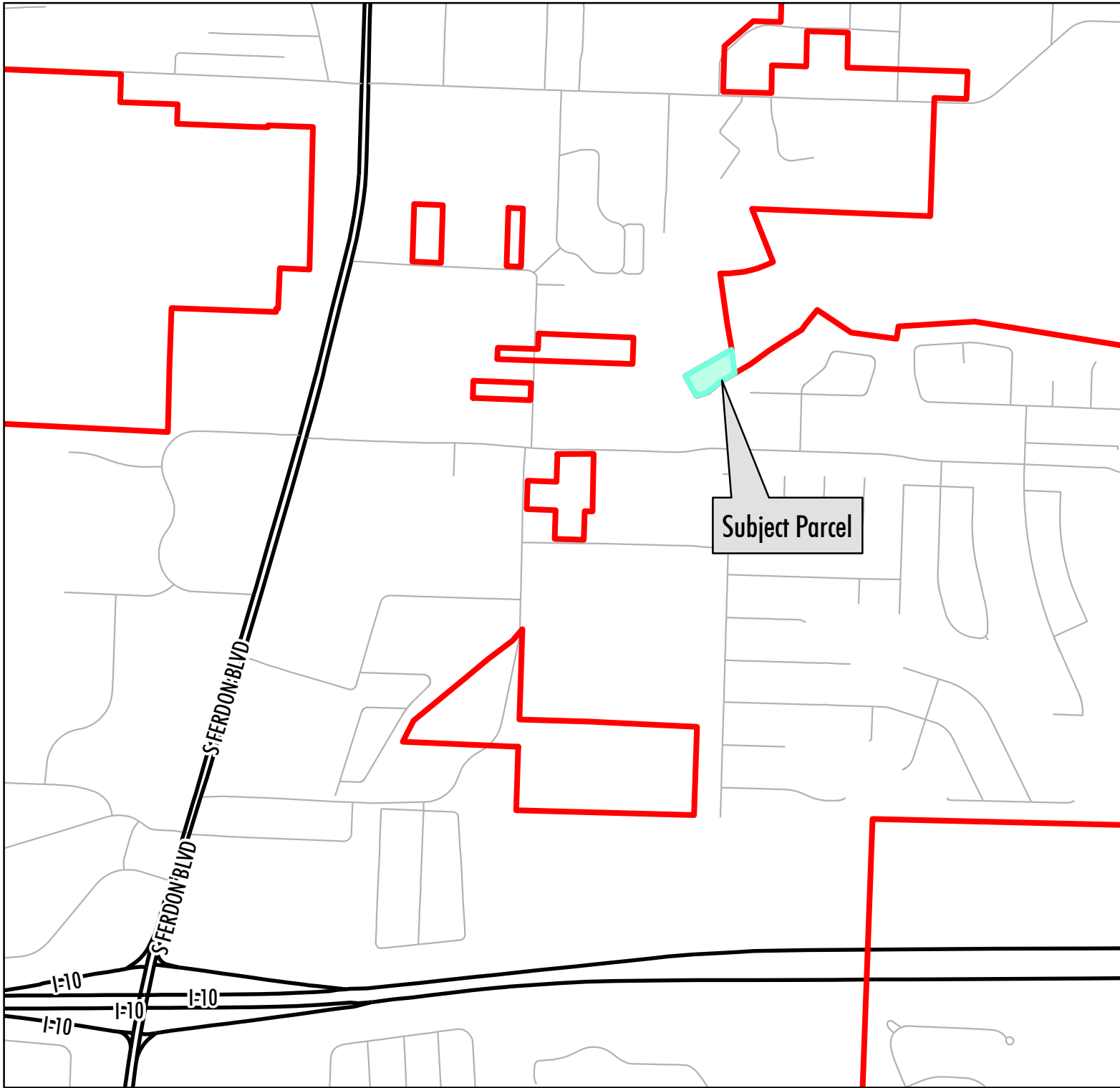
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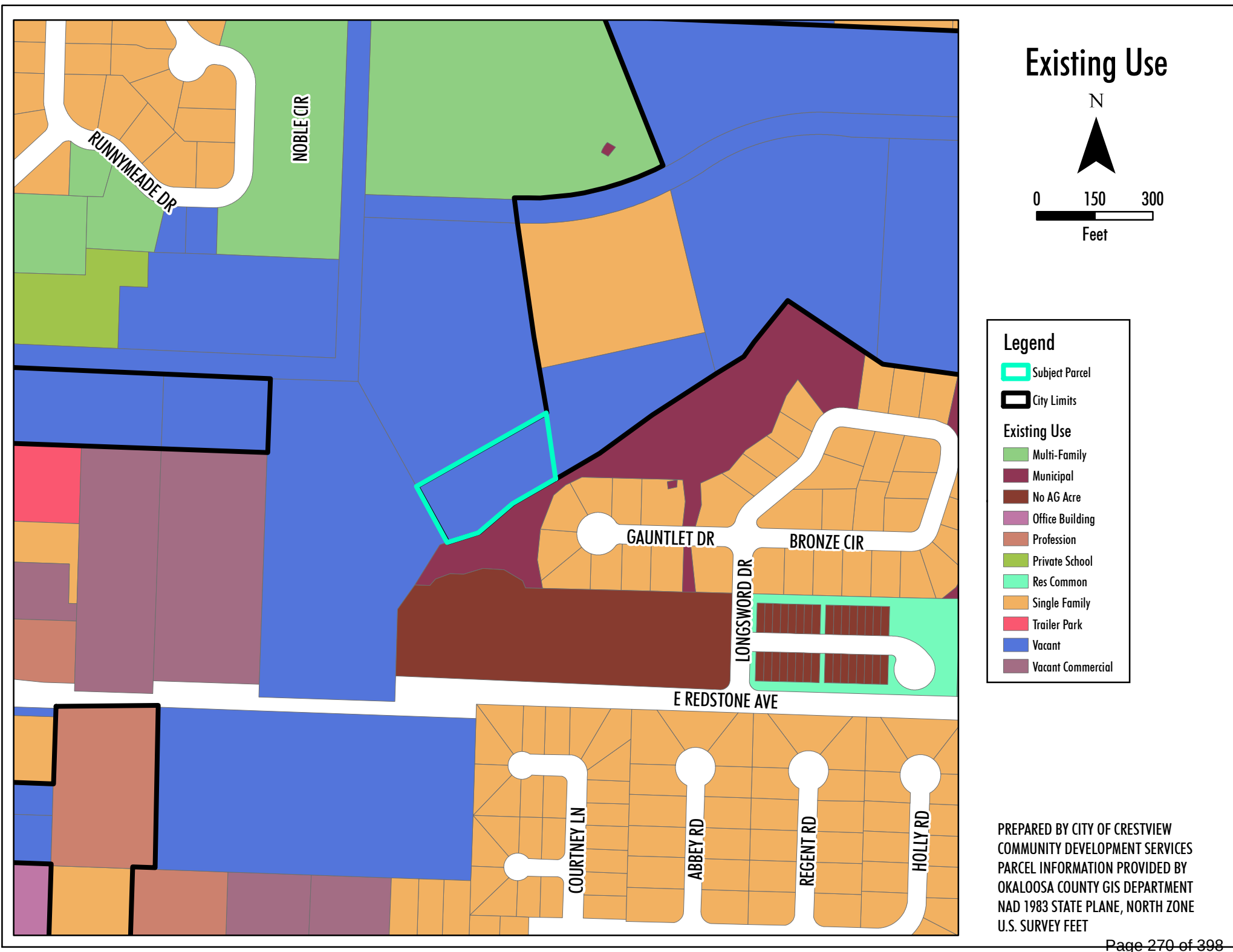
Vicinity Map



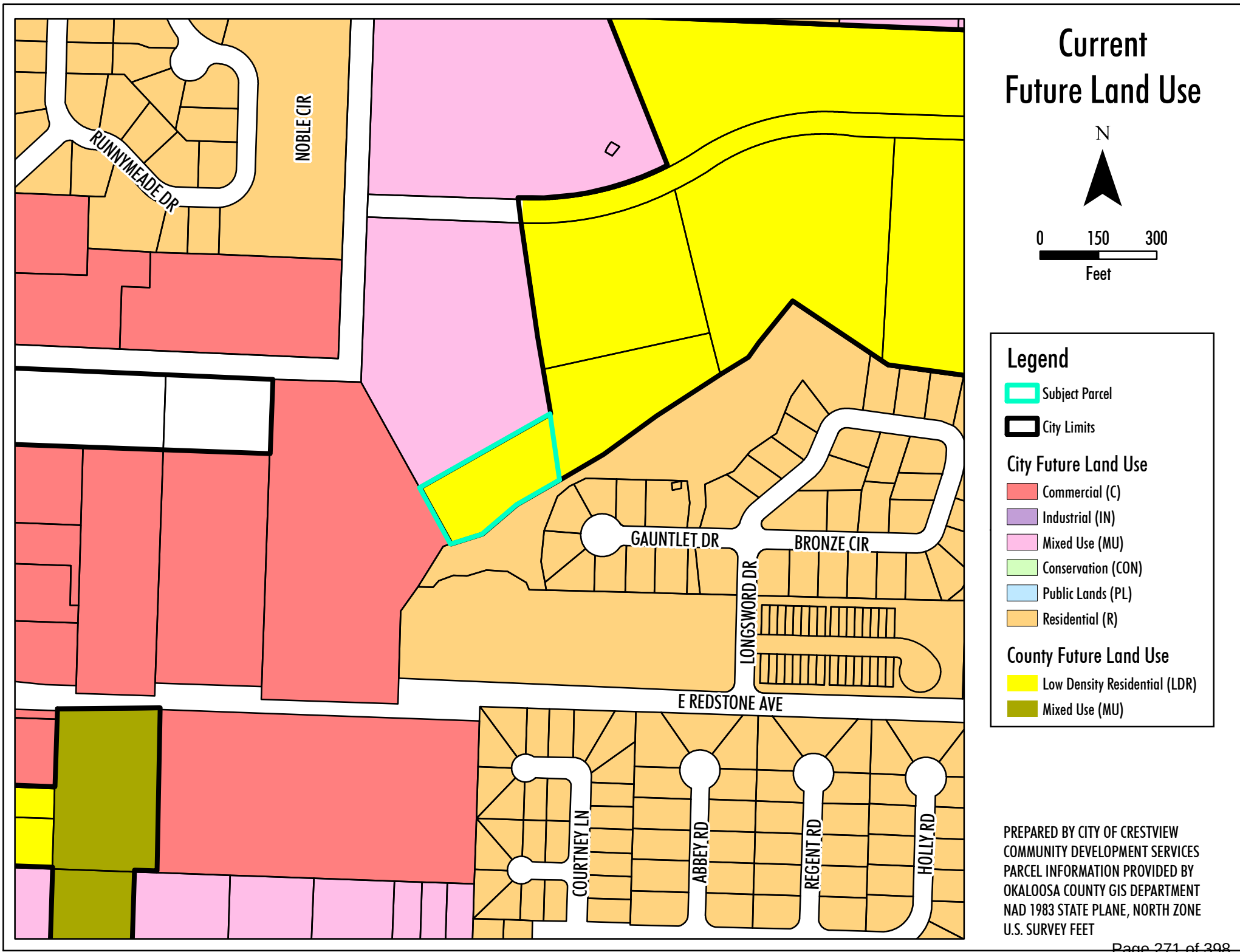
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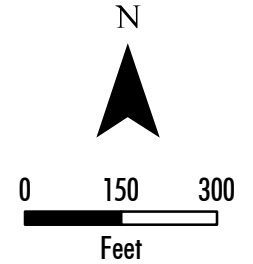
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Current Future Land Use



Legend

Subject Parcel

City Limits

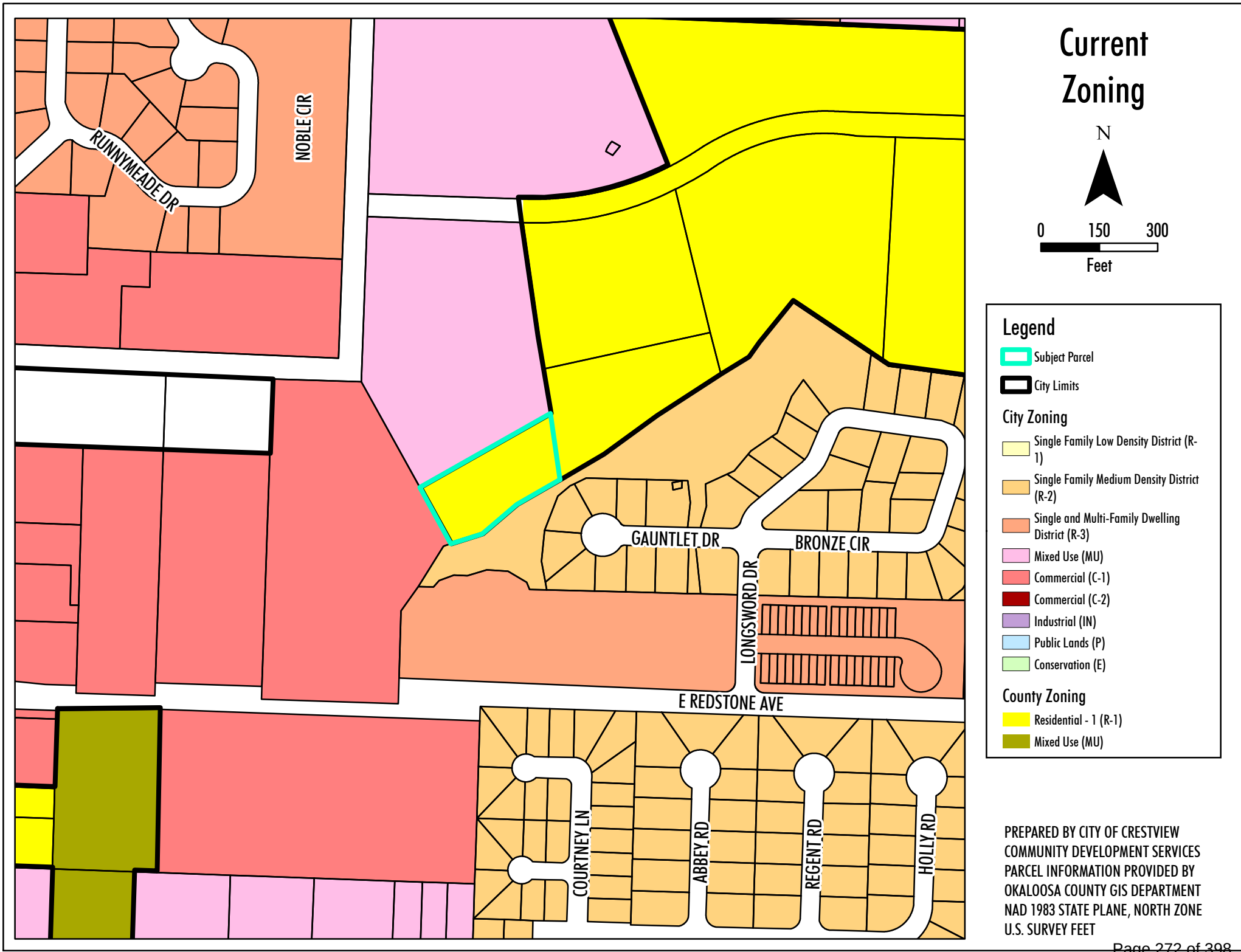
City Future Land Use

- Commercial (C)
- Industrial (IN)
- Mixed Use (MU)
- Conservation (CON)
- Public Lands (PL)
- Residential (R)

County Future Land Use

- Low Density Residential (LDR)
- Mixed Use (MU)

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Proposed Future Land Use



0 150 300
Feet

Legend

 Subject Parcel

 City Limits

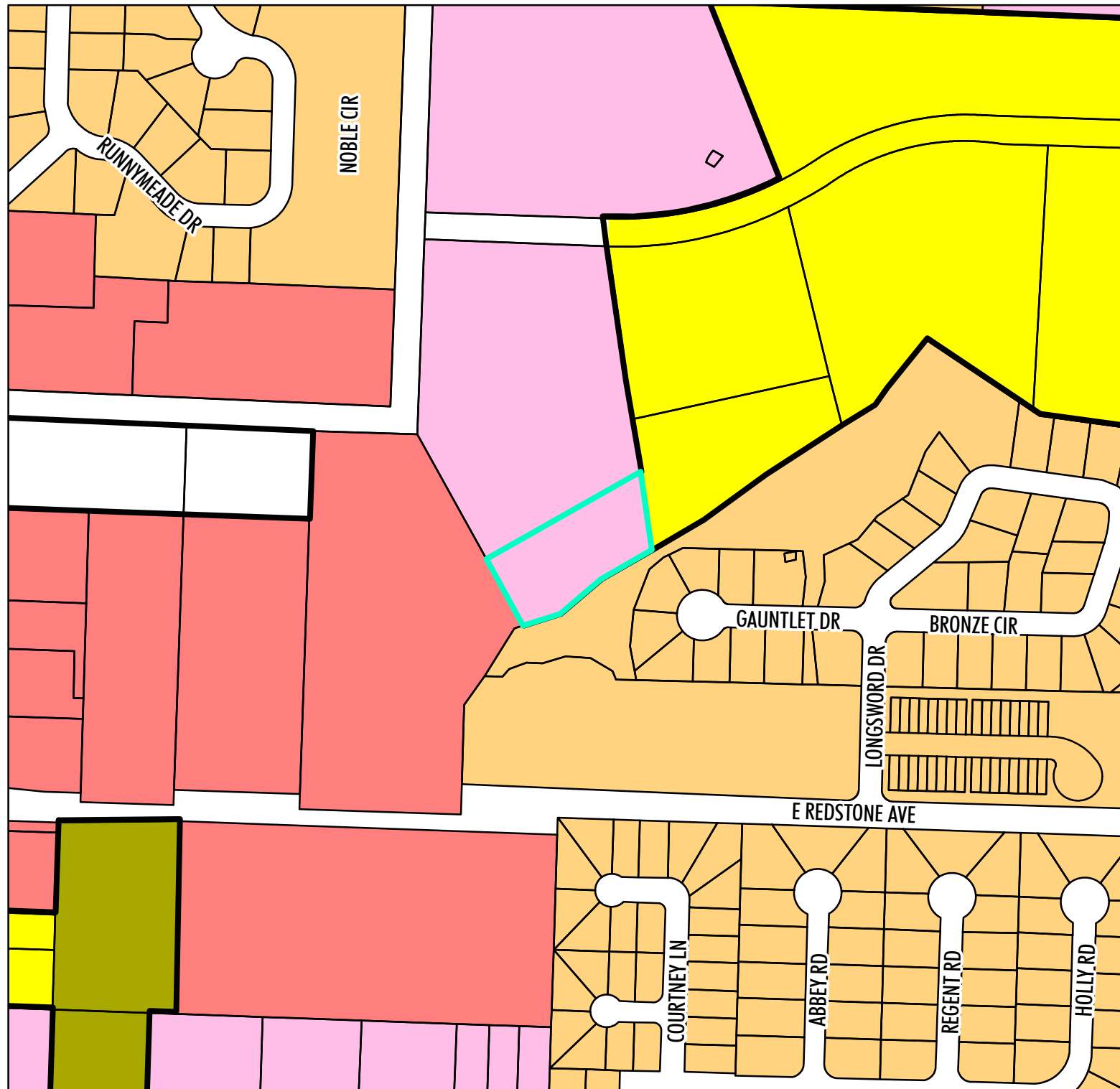
City Future Land Use

-  Commercial (C)
-  Industrial (IN)
-  Mixed Use (MU)
-  Conservation (CON)
-  Public Lands (PL)
-  Residential (R)

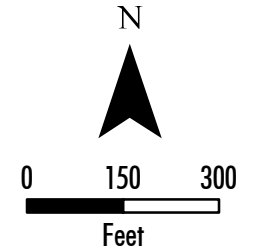
County Future Land Use

-  Low Density Residential (LDR)
-  Mixed Use (MU)

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Proposed Zoning



Legend

Subject Parcel

City Limits

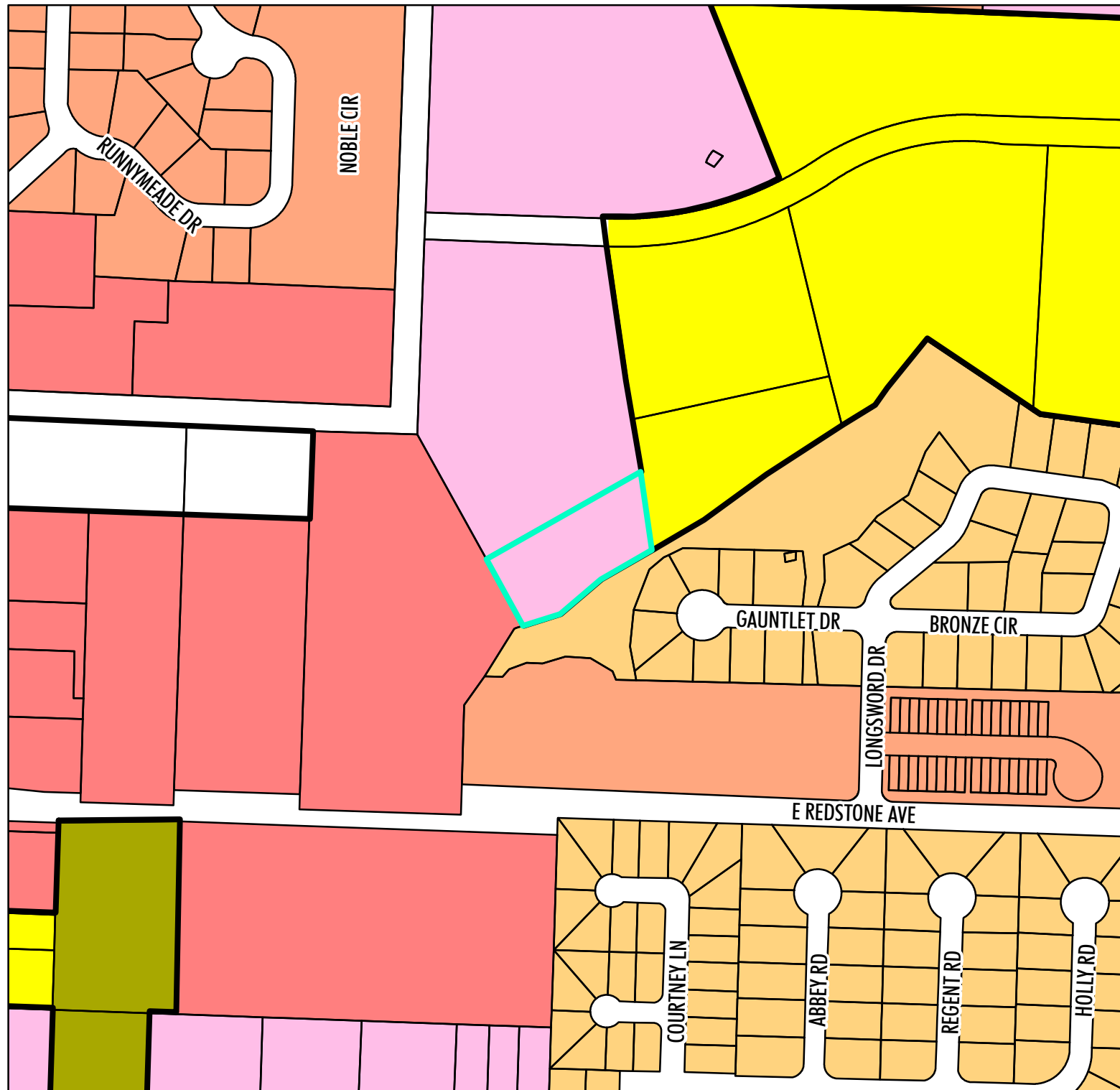
City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

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Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: 2nd Reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 1/18/2022
SUBJECT: Ordinance 1854 - Patriot Lane Rezoning

BACKGROUND:

On November 24, 2021, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Patriot Lane.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively.

The application requests the Mixed Use (MU) zoning designation for the property.

The Planning and Development Board recommended approval of the request on January 3, 2022 and the first reading was on January 10, 2022.

DISCUSSION:

The property description is as follows:

Property Owner: Long Term Care Of Crestview
PO Box 181
Jay, FL 32565
Parcel ID: 21-3N-23-0000-0017-0120
Site Size: 1.37 acres
Current FLU: Okaloosa County Low Density Residential
Current Zoning: Okaloosa County Residential-1
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed Use (MU)	Mixed Use (MU)	Vacant
East	Okaloosa County Low Density Residential and Residential (R)	Okaloosa County Residential-1 and Single Family Medium Density District (R-2)	Vacant/Residential
South	Residential (R)	Single Family Medium Density District (R-2)	Vacant
West	Commercial (C)	Commercial (C-1)	Vacant

The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property could be developed for residential or low intensity commercial use.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on December 20, 2021. The property was posted on December 17, 2021. An advertisement ran in the Crestview News Bulletin on December 22, 2021.

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.

Financial Sustainability – Achieve long term financial sustainability.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

Community Culture – Develop a specific identity for Crestview.

FINANCIAL IMPACT

The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees. There is no additional cost of advertising as the rezoning request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff requests a motion to adopt Ordinance 1854 on 2nd reading.

Attachments

1. Exhibit Packet

ORDINANCE: 1854

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.37 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 ZONING DISTRICT TO THE MIXED USE ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 1.37 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 1.37 acres, more or less, being formerly zoned Okaloosa County Residential-1 with the Mixed Use (MU) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1853, is hereby rezoned to Mixed Use (MU) to wit:

PIN # 21-3N-23-0000-0017-0120

A portion of: Tract 18, Sandy Lake Estates:

Commence at the Northwest corner of South one-half of Section 21, Township 3 North, Range 23 West; thence South 00 degrees 13 minutes 00 seconds East 33.0 feet to a concrete monument on the South right of way of Aplin Road, thence with said right of way, North 89 degrees 41 minutes 48 seconds East 960.02 feet to an iron pin of the East right of way of a 60 foot road right of way; thence with said right of way, South 00 degrees 18 minutes 12 seconds East 1320.57 feet to an iron pin on the South side of a 60 foot road right of way, the Point of Beginning of Tract herein described; thence with said right of way, North 89 degrees 47 minutes 30 seconds East 399.94 feet to an iron pin, thence South 10 degrees 36 minutes 02 seconds East 620.39 feet to a point on Lago Creek; thence with Lago Creek, South 41 degrees 16 minutes 17 seconds West 218.56 feet; thence South 73 degrees 18 minutes 48 seconds West 137.84 feet to an iron pin, thence leaving said creek, North 31 degrees 21 minutes 42 seconds West 452.71 feet to an iron pin on the East right of way of a 60 foot road; thence with said East right of way North 00 degrees 18 minutes 12 seconds West 425.63 feet to an iron pin of the South right of way of a 60 foot road, the Point of Beginning, in Section 21, Township 3 North, Range 23 West, Okaloosa County, Florida. Excepting thereout and therefrom any portion of the aforesaid premises lying Southerly of Lago Creek, but conveying and including herein all lands lying Northerly of Lago Creek Incorporated between the Easterly and Westerly boundaries of the parcel heretofore described.

Less and Except:

PARCEL "A" (AS SURVEYED BY SOUTHERN ENGINEERING GROUP, PA)

COMMENCE AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA, THENCE PROCEED SOUTH 00 DEGREES 13 MINUTES 00 SECONDS EAST, ALONG THE

WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, A DISTANCE OF 31 98 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF APLIN ROAD, (66 0 FOOT RIGHT OF WAY), THENCE, DEPARTING THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 21, PROCEED NORTH 89 DEGREES 30 MINUTES 28 SECONDS EAST, ALONG THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, A DISTANCE OF 956.48 FEET TO A POINT ON THE EASTERLY LINE OF AN 60.0 WIDE RIGHT OF WAY; THENCE, DEPARTING THE SOUTHERLY RIGHT OF WAY LINE OF SAID APLIN ROAD, PROCEED SOUTH 00 DEGREES 22 MINUTES 56 SECONDS EAST, ALONG THE EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY LINE, A DISTANCE OF 1322 01 FEET TO A POINT ON THE SOUTHERLY LINE OF AN 60 0 FOOT WIDE RIGHT OF WAY AND THE POINT BEGINNING, THENCE PROCEED NORTH 89 DEGREES 42 MINUTES 31 SECONDS EAST, ALONG THE SOUTHERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, A DISTANCE OF 399 98 FEET, THENCE, DEPARTING THE SOUTHERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, PROCEED SOUTH 10 DEGREES 43 MINUTES 50 SECONDS EAST, A DISTANCE OF 495 77 FEET, THENCE PROCEED SOUTH 57 DEGREES 57 MINUTES 11 SECONDS WEST, A DISTANCE OF 385 93 FEET, THENCE PROCEED NORTH 31 DEGREES 29 MINUTES 36 SECONDS WEST, A DISTANCE OF 310 73 FEET TO A POINT ON EASTERLY LINE OF SAID 60 0 FOOT WIDE RIGHT OF WAY, THENCE PROCEED NORTH 00 DEGREES 22 MINUTES 56 SECONDS WEST, ALONG THE EASTERLY LINE OF SAID 60.0 FOOT WIDE RIGHT OF WAY, DISTANCE OF 424 90 FEET TO THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED, CONTAINING 6.00 ACRES, MORE OR LESS

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1853 and becomes legally effective.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

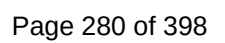
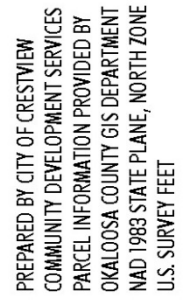
FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

Maryanne Schrader
City Clerk

APPROVED BY ME THIS _____ **DAY OF** _____, 2022.

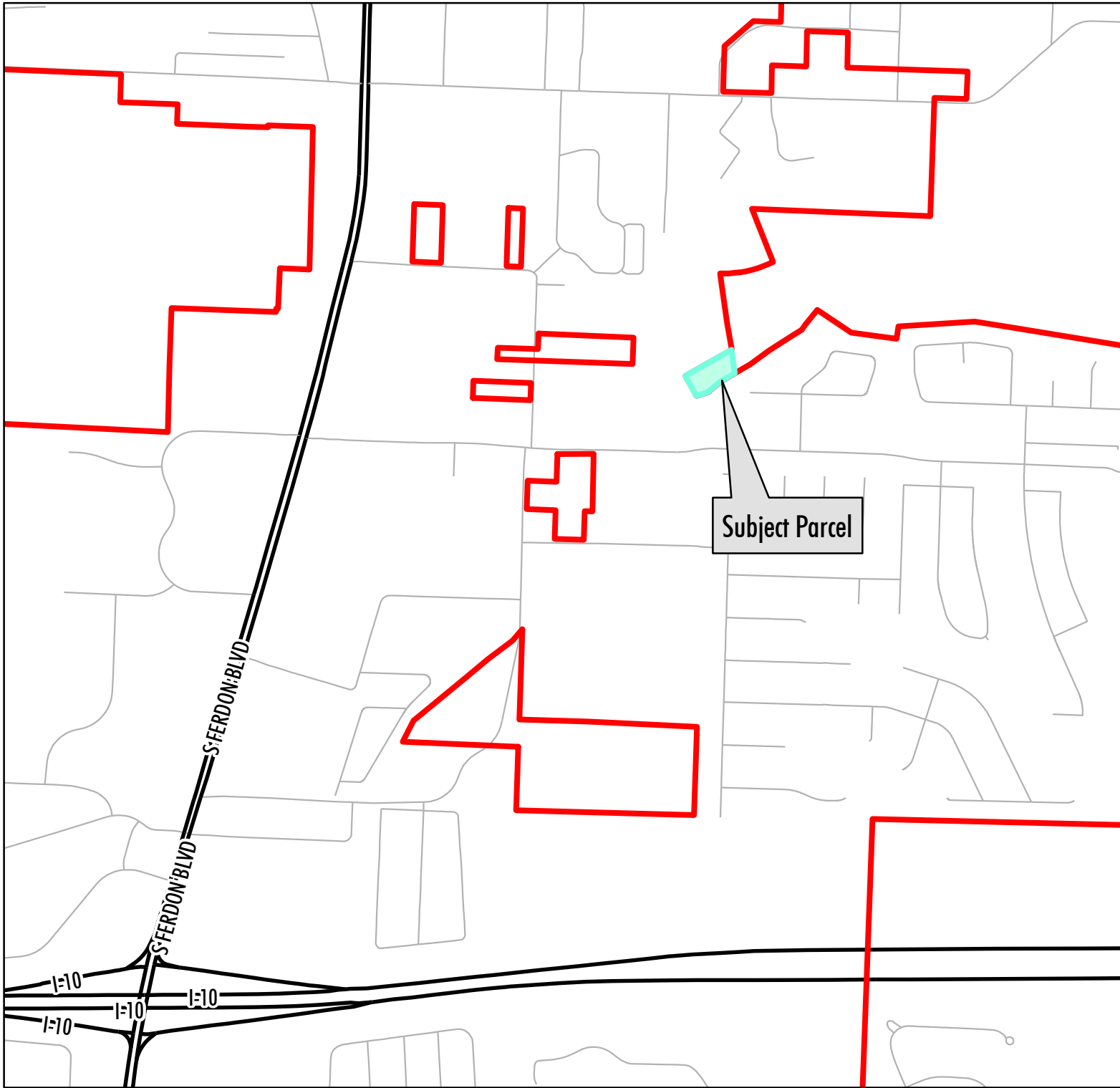
J. B. Whitten
Mayor



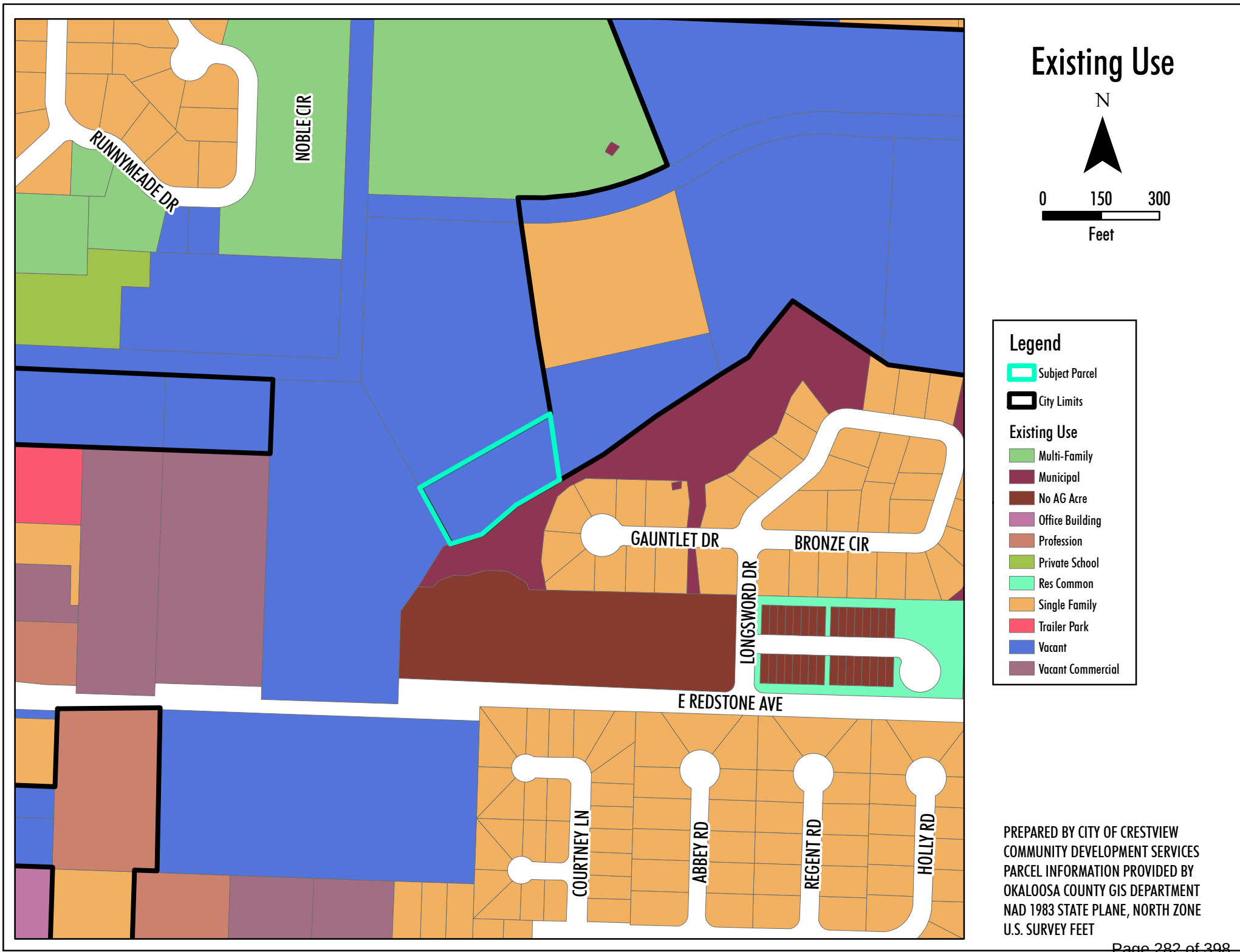
Vicinity Map



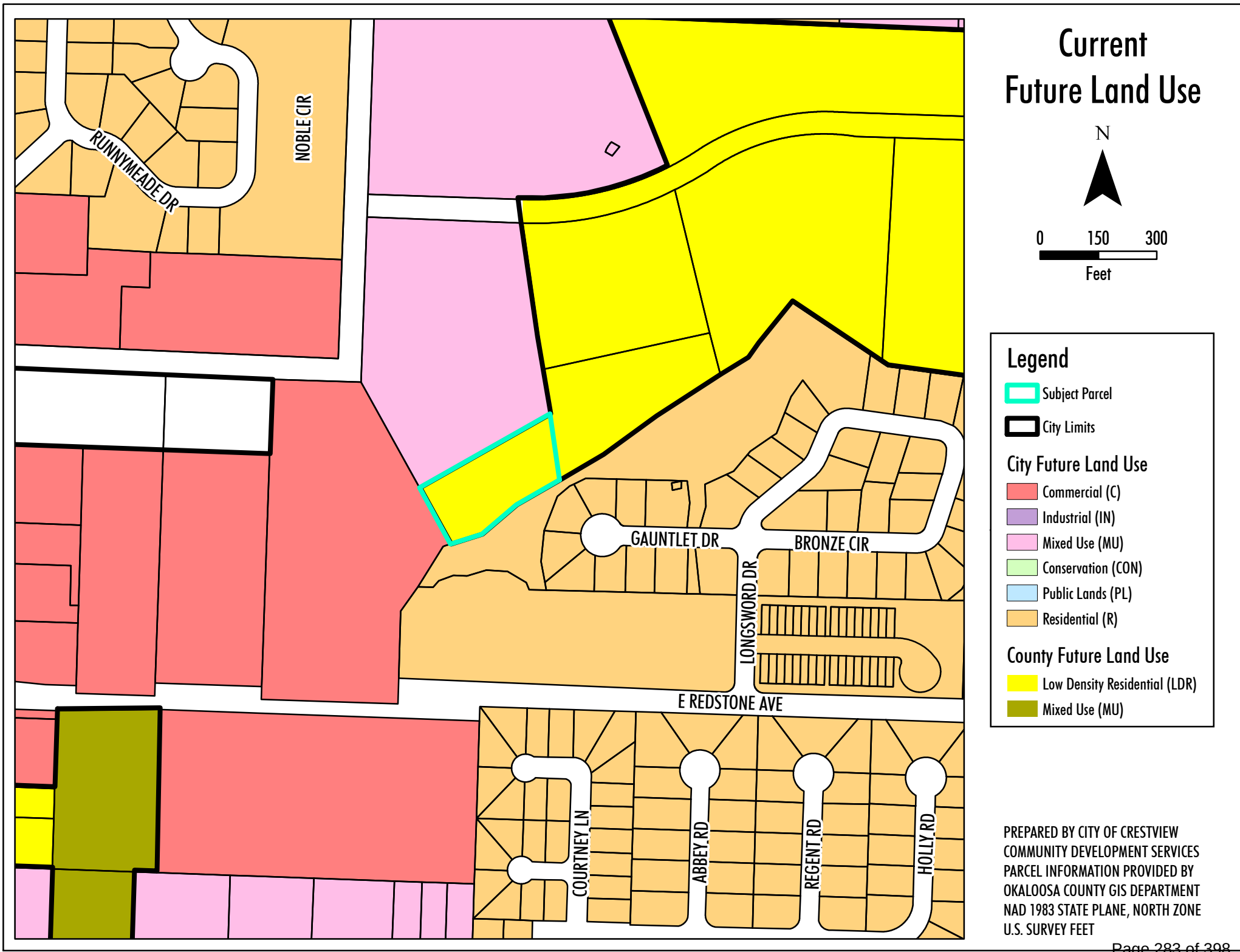
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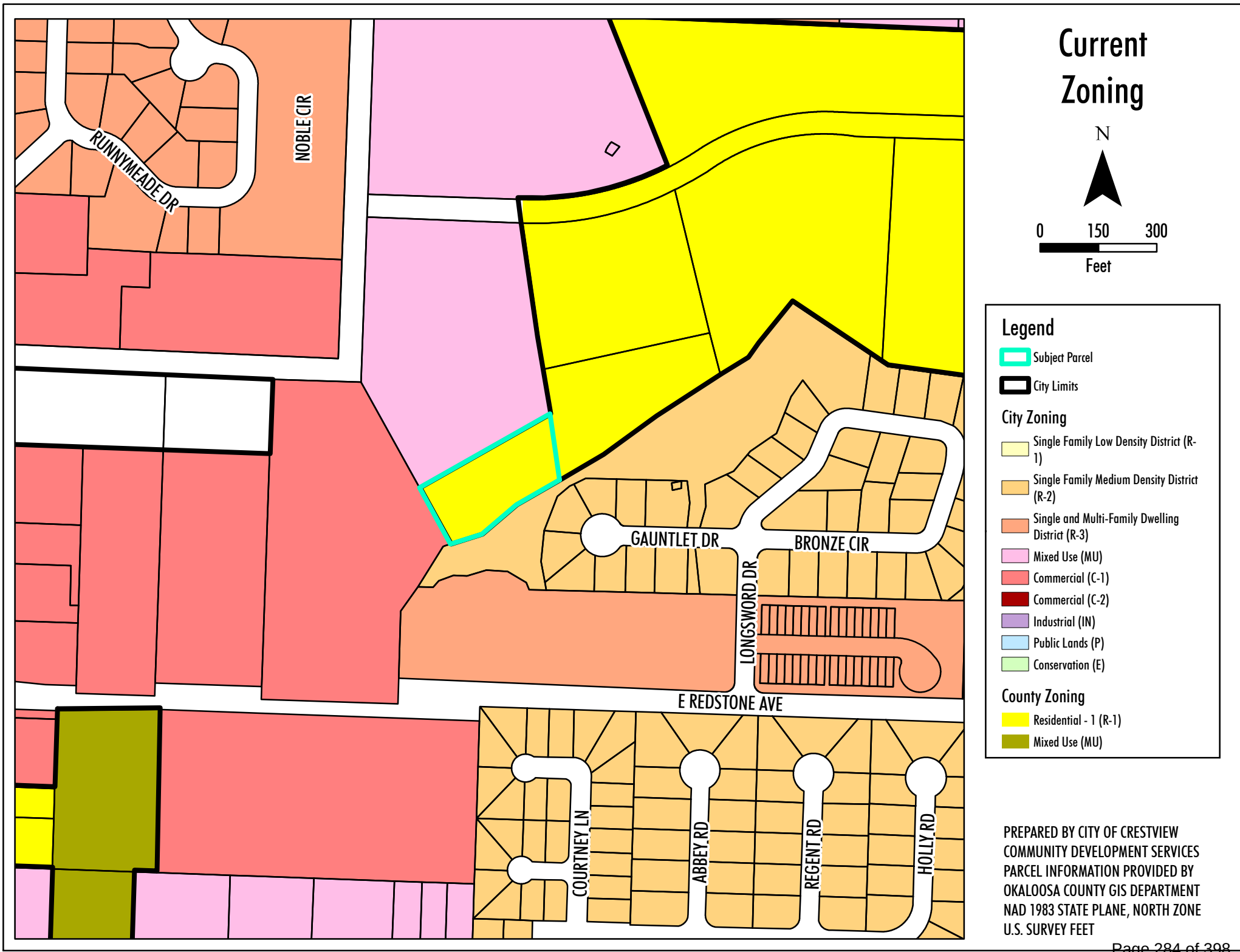


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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



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PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET





Current Zoning

N

0 150 300
Feet

Legend

 Subject Parcel

 City Limits

City Zoning

-  Single Family Low Density District (R-1)
-  Single Family Medium Density District (R-2)
-  Single and Multi-Family Dwelling District (R-3)
-  Mixed Use (MU)
-  Commercial (C-1)
-  Commercial (C-2)
-  Industrial (IN)
-  Public Lands (P)
-  Conservation (E)

County Zoning

-  Residential - 1 (R-1)
-  Mixed Use (MU)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



0 150 300
Feet

Legend

 Subject Parcel

 City Limits

City Future Land Use

 Commercial (C)

 Industrial (IN)

 Mixed Use (MU)

 Conservation (CON)

 Public Lands (PL)

 Residential (R)

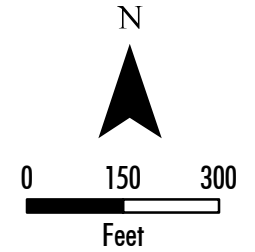
County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)

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U.S. SURVEY FEET

Proposed Zoning



Legend

Subject Parcel

City Limits

City Zoning

- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)

County Zoning

- Residential - 1 (R-1)
- Mixed Use (MU)

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NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Gis
DATE: 2/10/2022
SUBJECT: Ordinance 1855 to Amend Land Development Code for R-1E Zoning District

BACKGROUND:

On September 30, 2021, staff received an application to annex property in the north-western corner of the City, off of Lindley Road, as well as assign a future Land Use of Residential and a zoning designation of R-1 Single Family Low Density. Following the first two public meetings regarding this annexation, it became evident, by public comment made at the meetings, that the proposed zoning designation, and accompanying maximum density (4 units per acre) may not be suitably compatible for assignment in that area of the City, where homes typically sit at a maximum density of 1 unit per acre.

The Planning and Development Board recommended approval on February 7, 2022.

DISCUSSION:

Following public meetings, staff discussions, and a meeting with the developer of the property, staff has determined that it is necessary to create a new zoning district that serves to protect existing "estate-style" neighborhoods within the City limits, and is available for use in the future, within areas of a similar character and nature.

The resulting zoning district is called R-1E Single-Family Estate District, which provides for a maximum density of 2 units per acre, a minimum lot size of one third of an acre, and other zoning district regulations that mirror the current R-1 zone (setbacks, 30' front, 25' rear, 10' side, 75' minimum lot width, 50% impervious surface maximum, etc). This new zone will provide for compatibility with the existing areas in the present and any new development that goes on near the existing areas in the future.

The attachment includes the creation of the zoning district, development standards, and any other amendment required within the Land Development Code to reflect the creation of this new zoning district.

GOALS & OBJECTIVES

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

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This item will have no impact on the City budget.

RECOMMENDED ACTION

Staff respectfully requests approval of Ordinance 1855 on first reading and move to second reading for adoption.

Attachments

1. Attachment 1

ORDINANCE: 1855

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE AMENDMENT OF PORTIONS OF CHAPTERS 4, 6 AND 7 OF THE LAND DEVELOPMENT CODE, FOR THE CREATION OF THE SINGLE-FAMILY ESTATE DISTRICT (R-1E) ZONING DISTRICT, AS DESCRIBED HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and The City of Crestview Land Development Code.

SECTION 2 – LAND DEVELOPMENT CODE AMENDMENTS. Sections 4.03.00, 4.04.00, 4.06.00, 6.01.01, 6.07.00, 6.08.08, 7.01.02, 7.01.03, 7.02.02, 7.03.01 and 7.04.00, are amended to provide for creation of the Single-Family Estate District (R-1E) zoning district and the addition of all applicable regulations, as attached to this ordinance (Attachment 1).

SECTION 3 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 4 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 5 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2022.

ATTEST:

MARYANNE SCHRADER
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2022.

J. B. WHITTEN
Mayor

4.03.00 - ESTABLISHMENT AND PURPOSE OF ZONING DISTRICTS

A. Residential Districts.

1. R-1E – Single-Family Estate District. The Single-Family Estate zoning district is established to provide for single-family dwellings and allowed accessory structures customarily associated with residential development in legacy neighborhoods and un-platted residential areas where larger lot sizes are customary. The maximum density is 2.0 dwelling units per acre. Each single-family dwelling must be placed on one parcel, lot, tract or other division of land.
2. R-1 - Single-Family Low-Density District. The Single-Family Low-Density zoning district is established to provide for single-family dwellings, accessory dwelling units and allowed accessory structures customarily associated with residential development in legacy neighborhoods and un-platted residential areas. The maximum density is 4.0 dwelling units per acre. Each single-family dwelling must be placed on one parcel, lot, tract or other division of land.
3. R-2 - Single-Family Medium-Density District - The Single-Family Medium-Density zoning district is established to provide for single-family dwellings in traditional residential neighborhoods. The R-2 zoning district is limited to single-family homes and allowed accessory structures. The maximum density is 6.0 dwelling units per acre. Each single-family dwelling must be placed on one parcel, lot, tract or other division of land.
4. R-3 - Single and Multi-Family Dwelling District - The Multi-Family Dwelling Density zoning district is established to provide for single- and multi-family dwellings in higher-density residential neighborhoods. The R-3 zoning district is limited to single- and multi-family dwellings and accessory structures. The maximum density is 8.0 dwelling units per acre in the Residential (R) Future Land Use, and 10.0 dwelling units per acre in the Mixed-Use (MU) Future Land Use. Each parcel, lot, tract or other division of land may contain multiple single- or multi-family dwellings according to the density allowed by the size of each piece of land.

B. Mixed Use Districts.

1. MU - Mixed-Use District - The Mixed-Use district is established to provide for a variety of land uses, including single- and multi-family dwellings and small, low-impact commercial developments, including retail sales, professional offices, service industries, bed-and-breakfasts, other similar uses and accompanying accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum density for dwellings is 20.0 dwelling units per acre, and the maximum allowed floor area ratio (FAR) for commercial uses is 2.0. Each parcel, lot, tract or other division of land may contain multiple single- or multi-family dwellings according to the density allowed by the size of each piece of land.

C. Commercial and Industrial Districts.

1. C-1 - Commercial Low-Intensity District - The Commercial Low-Intensity District is established to provide for multi-family apartments, condominiums and low-intensity commercial uses including restaurants, small-scale retail sales, service industries, entertainment, light manufacture and repair, small professional offices, hotels, gas stations, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed density for dwelling units is 25 dwelling units per acre. The maximum allowed floor area ratio (FAR) is 2.0 for commercial uses.
2. C-2 - Commercial High-Intensity District - The Commercial High-Intensity District is established to provide for high-intensity commercial developments including restaurants, large-scale retail sales and service industries, entertainment, light manufacture and repair, professional offices, hotels, gas stations, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 3.0.
3. IN - Industrial District - The Industrial District is established to provide for all types of manufacture and repair as well as gas stations, other similar uses and accompanying accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 3.0.

D. Public Land and Conservation Districts.

1. P - Public Lands District - The Public Lands district is established to provide for municipal, governmental or otherwise institutional uses such as City, County, State or Federal buildings, parks, schools, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 2.0.

2. E - Conservation District - The Conservation District is established to provide for passive recreation or educational uses that are compatible with the conservation purpose of the district. Such passive uses include passive parks, open spaces and areas designated for protection, such as water bodies, wetlands, and habitats for protected species.

4.04.00 - ZONING DISTRICT COMPARISON TO FUTURE LAND USE CATEGORIES

- A. The Future Land Use Map of the Comprehensive Plan establishes allowable land uses within the City. The zoning districts set forth within this LDC must be consistent with the Future Land Use Map. Any rezoning of land must maintain this consistency. Table 4.04.00 sets forth the allowable zoning districts which are consistent with each land use category from the Future Land Use Map.
- B. When a parcel of land is annexed or rezoned, it is necessary to assign a new zoning district to a piece of land. The following criteria shall be applied to the determination of the appropriate zoning district:
 1. Whether the requested zoning district is consistent with the future land use category according to Table 4.04.00.
 2. Whether the uses within the requested zoning district are compatible with the uses in adjacent zoning districts. Compatibility is determined by considering scale of use; intensity of use as determined by floor area ratio and impervious surface coverage; hours of operation; impacts from noise in parking lots or structures; noise from outdoor gathering places; noise from outdoor speakers; noise from processes such as from body shops, equipment shops, and industrial activities; lighting from parking lots or structures and vehicles; and security lighting. Compatibility shall consider the range of allowable uses on parcels adjacent to the proposed rezoning parcel and the typical impacts for those uses.
 3. Whether the requested use is substantially more intense or less intense than allowable development on adjacent parcels. The range of uses permissible according to the land use category and zoning district on the adjacent parcels is the basis for determination. The existence of a nonconforming use on adjacent parcels which is substantially more or less intense than the requested zoning shall not establish the sole reason for denial of the requested zoning.
 4. Whether the requested use is based on soil types, topography, protection of natural resources, and protection of designated historic areas.

Table 4.04.00 - Zoning Districts in Future Land Use Categories

Future Land Use	Zoning Districts									
	R-1E	R-1	R-2	R-3	MU	C-1	C-2	IN	PL	E
Residential (R)	X	X	X	X						
Mixed Use (MU)				X	X	X				
Commercial (C)						X	X			
Industrial (I)								X		
Public Lands (P)									X	
Conservation (CON)										X

4.06.00 - LAND USES PERMISSIBLE IN EACH ZONING DISTRICT

A. How to read the Table of Permissible Uses (Table 4.06.00)

1. Within the Table 4.06.00, the letter "P" indicates that the land use is permissible, subject to compliance with the standards of the zoning district.
2. The letter "S" indicates that the use is permissible, subject to compliance with the standards of the zoning district, and the supplemental standards specified for the use. Supplemental standards are contained in Chapter 7.
3. An empty cell indicates the use is prohibited.
4. Reference back to 4.05.00B3 for uses not allowed in the Downtown Overlay District.
5. Any use that is not identified in Table 4.06.00 is prohibited unless it is found to be substantially similar by the Planning Administrator.
 - a. A requested use shall be considered substantially similar when the characteristics of the requested use are equivalent in type, intensity, degree, or impact when compared to a use named in Table 4.06.00. Examples of characteristics to be considered include the following:
 - (1) Typical hours of operation;
 - (2) Use of outdoor storage;
 - (3) Trip generation rates;
 - (4) Generation of noise, light pollution, odor, smoke, electromagnetic interference, or vibration; and
 - (5) Customary activities associated with the use.
 - b. A requested use shall be consistent with the Comprehensive Plan.
 - c. A requested use shall be consistent with the purposes of the zoning district applicable to the parcel.
 - d. The administrative interpretation of uses shall be subject to appeal, as set forth in Chapter 9.

Table 4.06.00 - Permissible Uses in Each Zoning District

Principle Land Use	Zoning District									
	R-1E	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Residential Uses										
Single-family dwelling	P	P	P	P	P					
Duplex or Triplex				P	P					
Multifamily / Apartments / Condos				P	P	P				
Townhouse				S 7.05.08	S 7.05.08					
Manufactured homes		P	P	P	P					
Manufactured home community					S 7.05.06					
Non-Residential Uses										
Alcohol package store (no consumption on premises)						P	P			
Animal hospital or veterinary clinic						P	P			
Arenas, band shell, amphitheater, outdoor performance area						P	P		P	

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Artisan studio					P	P	P			
Asphalt or concrete plant								P		
ATM kiosk					P	P	P	P	P	
Bait and tackle					P	P	P			
Barber, beauty salon, nail salons, aesthetician, and other similar uses					P	P	P			
Bed and breakfast lodging					P	P	P			
Building materials, building supply, enclosed lumber yard						P	P	P		
Business support services, such as copying, mailing, printing, private mail service					P	P	P	P		
Car wash or detailing facility						P (7.05.01.B)	P	P		
Cemetery									P	
Community Center, club, or lodge					P	P	P			
Commercial recreation, including bowling, laser tag, video arcades, go karts, and other similar uses						P	P			
Residential subdivision public community/amenity center	<u>P</u>	P	P	P	P					
Cultural facility, such as library, museum, or gallery					P	P	P			
Day-care (child), nursery school, kindergarten, or pre-kindergarten					P	P				
Day-care (adult)					P	P				

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Distribution centers, may include warehousing, dispatch offices, vehicle yards							P	P		
Essential public / municipal services	<u>P</u>	P	P	P	P	P	P	P	P	
Farmer's market, outdoor sales, roadside vendors					P	P	P		P	
Financial institutions, banks, credit unions, brokerages, no drive-up window						P	P			
Financial institutions, banks, credit unions, brokerages, with drive-up window						P	P			
Food stores, specialty, such as bakeries, candy, ethnic groceries, catering services					P	P	P			
Food Truck Sites					S 7.05.07	S 7.05.07	S 7.05.07	S 7.05.07		
Fortune tellers and psychics					P	P				
Freight and moving companies						P (7.05.01.B)	P	P		
Fuel/gasoline station, may include convenience store, restaurant, automotive supplies, but not repair						P (7.05.01.B)	P	P		
Funeral homes, mortuaries, crematoria						P (7.05.01.B)	P			
Garden, community or neighborhood	<u>P</u>	P	P	P	P	P			P	P
Golf course	<u>P</u>	P	P	P	P					
Grocery store, supermarket						P	P			

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Group home, congregate living facility and similar uses				P	P	P				
Health clubs, exercise clubs, spas, gyms					P	P	P			
Hospital						P	P	P	P	
Hotels, motels, inns and similar lodging facilities						P	P			
Ice vending machine					P	P	P	P	P	
Industrial uses, heavy industry with nuisance factors, such as odor, noise, vibration, electronic interference								P		
Junk or salvage yards, recycling facilities								P		
Kennel with outdoor runs						P (7.05.01.B)	P			
Kennel, no outdoor runs					P	P (7.05.01.B)	P	P		
Laboratories, medical						P	P	P		
Laboratories, industrial							P	P		
Landscaping materials sales: plants, stone, mulch, gravel, supplies, greenhouse, nursery yards						P (7.05.01.B)	P	P		
Laundry facility, self-service					P	P	P	P		
Lounge, bar or nightclub						P	P			
Light manufacturing, light assembly, fully enclosed building, no nuisance factors					P	P	P	P		

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Heavy manufacturing and intense industrial activities including production, fabrication, assembly, outdoor storage, with nuisance factors								P		
Medical and dental clinics, outpatient facilities						P	P			
Medical facility for recovery or rehabilitation services, includes substance abuse center, physical or mental rehabilitation, overnight stays						P	P			
Medical marijuana dispensary, Drug stores and pharmacies						S 7.05.02	S 7.05.02			
Nursing home or convalescent facility, overnight stay				P	P	P	P			
Offices, general, includes offices for trades or construction businesses					P	P	P	P		
Parking lot or parking garage, commercial						P	P	P		
Pawnshops						P	P			
Personal services, such as jewelry repair, shoe repair, tailoring, dry cleaning pick-up center					P	P	P			

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Professional offices, accounting, government operations, legal services, bookkeeping, realtors, brokers, insurance, etc.					P	P	P			
Recreational camping					S 7.05.03B	S 7.05.03B	S 7.05.03			S 7.05.03
Recreational vehicle park					S 7.05.04	S 7.05.04	S 7.05.04			
Religious facility		P	P	P	P	P	P	P	P	
Repair shops, small equipment, small appliances						P	P	P		
Restaurants, drive-through and fast food						P	P			
Restaurants, (drive-through not allowed)					P	P	P			
Retail shops, freestanding or within centers, includes department stores or specialty shops such as art, antiques, furniture, florist, appliances, jewelry, media, office supplies, automotive supplies, etc.					P	P	P			
Retail, large-scale discount establishments, big-box stores						P	P			
RV, motor homes, travel trailers, or manufactured home sales lot						P (7.05.01.B)	P	P		
Schools: academic, charter, public or private		P	P	P	P	P	P		P	
Schools: business, commercial, trade, vocational					P	P	P	P	P	

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Self-storage, mini-storage facilities					P	P	P	P		
Stone, granite, monument sales						P (7.05.01.B)	P			
Studios for personal instruction, such as music, dancing, art or photography					P	P	P			
Tattoo parlors and body-piercing studios					P	P	P			
Terminals, bus, transit, includes truck stop							P	P		
Theaters, movie or performing arts						P	P			
Towers, radio, TV, telecommunication	<u>S</u> <u>7.05.05</u>	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	
Trades, maintenance services, and heavy repair services, including outdoor storage, equipment yards, machine shops, welding shops, towing services							P	P		
Uses that are adult-oriented, including bookstores, movie stores, theaters, entertainment, and retail stores								P		
Vehicle: repair, body shop							P	P		
Vehicle: sales and rentals, including automobiles, trucks, and motorcycles						P (7.05.01.B)	P			
Vehicle: construction, heavy equipment sales and rental							P	P		
Vehicle: storage yards						P (7.05.01.B)	P			
Warehousing, not including self-services storage						P (7.05.01.B)	P	P		

Principle Land Use	Zoning District									
	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Wholesalers						P (7.05.01.B)	P			

6.01.01 - SITE DEVELOPMENT STANDARDS

- A. Lots existing before the effective date of this Chapter shall continue to be considered as compliant regardless of any requirements of this Chapter that are not met.
- B. The base standards for development in residential zoning districts are provided in Table 6.01.01.
- C. A lot of record is a lot established on or before December 31, 2020. A lot of record is exempt from the lot area requirements set forth in Table 6.01.01.

Table 6.01.01 - Development Standards in Residential Zoning Districts

Development Feature	<u>R-1E</u>	R-1	R-2	R-3
Maximum base density (dwelling units per acre)	<u>2</u>	4	6	FLU
Minimum lot area (square feet)	<u>14,000</u>	10,000	7,000	5,000
Minimum lot width (feet)	<u>75</u>	75	50	40
Maximum impervious surface (percent)	<u>50</u>	50	50	75
Minimum setbacks (feet)	<u>R-1E</u>	R-1	R-2	R-3
Front setback (along right of way)	<u>30</u>	30	25	20
Side setback (Lot line intersecting right of way)	<u>10</u>	10	7.5	5
Rear setback (intersecting side lot lines)	<u>25</u>	25	20	15

6.07.00 - DESIGN STANDARDS FOR SUBDIVISIONS

A. Blocks.

1. The lengths, widths, and shapes of blocks shall be determined with due regard to:
 - a. The provision of adequate building sites suitable to the special needs of the type of use contemplated;
 - b. The need for convenient and safe access, circulation, and control of pedestrian and vehicular traffic;
 - c. Zoning requirements as to lot sizes and dimensions; and
 - d. Limitations and opportunities of topography.
2. Blocks shall be a maximum of 1,320 feet in length.
3. Rights-of-way for pedestrian crosswalks may be required in order to provide direct pedestrian access to schools, shopping centers, and parks. Such crosswalks shall be a minimum of ten (10) feet in width.

B. Lots.

1. The lot size, width, depth, shape, orientation, and the minimum building setback lines shall comply with the requirements for the zoning district set forth in this LDC.
2. Corner lots for residential use shall have sufficient additional width to maintain same average buildable area as adjacent lots.
3. Side lot lines shall be approximately at right angles to straight right-of-way lines or radial to curved right-of-way lines. Side lot lines are defined as any lot line that intersects a Right of Way line.
4. Double frontage and reverse frontage lots shall be avoided. Where such lots are necessary to provide separation of residential development from arterial streets or to meet specific orientation requirements, the access to such lots shall be from the street with the lower functional classification. A landscaped buffer strip with a fence, in addition to landscaping and buffering required by Section 6.08.05 shall be provided along the property line abutting the street with the higher functional classification.

C. Specific requirements for flag lots

1. A flag lot is any lot that does not entirely front on a public street. Frontage is provided by a private driveway. See Figure 6.07.03(C) for an illustration of a flag lot.
2. Flag lots are permissible in the [R-1E and](#) R-1 zoning district and shall be measured and meet the dimensional requirements set forth in Sections 6.00.02(C) and Table 6.01.01.
3. Each private driveway shall serve only up to two (2) flag lots.
4. There shall be no more than two (2) abutting private driveways.
5. The design, dimensions, and construction requirements for driveways shall comply with the Crestview Engineering Standards Manual.
6. Nothing in this section shall be construed to prohibit flag lots in a planned unit development.

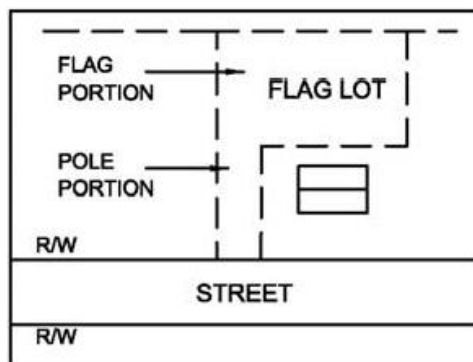


Figure 6.07.03 (C). Illustration of a flag lot

D. Access requirements

1. Each lot shall have frontage on and permanent access to an existing or proposed paved public street.
 - a. Private Streets are only allowed where an HOA is established in perpetuity.
 - b. No streets will be accepted by the City for ownership or maintenance until the streets have met the standards for all streets as identified in the current edition of the Crestview Engineering Standards Manual.

2. A subdivision plat shall include streets as established by transportation plans in the Comprehensive Plan, the Transportation Planning Organization, or other similar plan. The arrangement, character, extent, width, grade, and location of all streets shall conform to the plans of the State, Okaloosa County, and the City, respectively, and shall be considered in their relation to existing and planned streets, to topographical conditions, and to public convenience and safety.
 3. Alleys shall be provided to serve multifamily development, commercial development, and industrial development.
 4. All streets shall be designed and constructed in compliance with the standards of the City set forth in the Crestview Engineering Standards Manual. All costs shall be paid by the developer.
 5. Subdivisions shall include sidewalks and bicycle paths or lanes in compliance with the standards set forth in Chapter 8 of this Land Development Code and the Crestview Engineering Standards Manual.
- E. Easements. All lots within a subdivision shall provide easements for stormwater drainage, water systems, sanitary sewer systems, gas lines, electric lines, cables, telephone lines, and utility poles. Standards for such utility easements are set forth in the Crestview Engineering Standards Manual.
- F. Site improvements.
1. All subdivisions shall be required to have underground utility service (electrical, cable television, telephone, water, and sewer) unless all lots within the subdivision front existing streets that currently are serviced above ground.
 2. If the subdivision plat proposes ten (10) lots or more then a recreation facilities assessment equal to 5% of the predevelopment land value according to the property appraiser shall be due prior to the issuance of a Preliminary Development Order. In some cases, land can be deeded to the City provided that land is deemed of sufficient size and quality to be utilized as a public City Park. This shall be at the sole discretion of the Director of Crestview Recreation Enrichment Services Department.
 3. Land which is determined to be unsuitable for subdivision due to flooding, bad drainage, or other features likely to be harmful to the health, safety, and general welfare of future residents, shall not be subdivided, unless adequate methods of correction and mitigation are formulated by the developer and approved by the City and any other agency having jurisdiction.
 4. All applicable standards set forth in Chapter 5, Environmental and Resource Protection, shall be met.
 5. All applicable standards set in the Crestview Engineering Standards manual shall be met.
- G. The street and block layout.
1. Streets. The street layout of the subdivision shall be in general conformity with a plan for the most advantageous development of adjoining areas and the entire neighborhood. This shall apply to all streets, including private streets.
 - a. Where appropriate to the design, proposed streets shall be continuous and in alignment with existing, planned, or platted streets with which they are to connect.
 - b. Proposed streets may be required to extend to the boundary lines of the tract to be subdivided where such an extension is required to connect with streets in an existing, platted, or planned subdivision. The extension or connection requirement by the city will be based upon traffic circulation or public safety issues and compatibility of adjacent land uses.
 - c. In a proposed subdivision of 50 lots or more adjacent to an existing or platted subdivision where extension of proposed streets to the boundaries would dead end with no feasible street connections, there shall be at least two entrance streets into the subdivision where feasible. Interior streets shall be designed so as to provide more than one route to as many residences as feasible.
 - d. If the proposed subdivision is adjacent to an undeveloped area, at least one proposed street shall terminate at a boundary line of the undeveloped area. A temporary turning circle shall be required at the end of that street or streets with an outside diameter of 60 feet. This requirement may be waived if the traffic pattern of the subdivision contains more than one exit to a city or county road or if traffic circulation or public safety requirements do not dictate a street terminus at a boundary line of the undeveloped area.
 - e. If an existing half-width public or private street or other right-of-way easement is parallel and contiguous with the boundary of a proposed subdivision, the other half-width right-of-way will be dedicated in the proposed subdivision and shall be the width necessary to create a right-of-way along the entire boundary of the proposed subdivision which meets minimum width requirements as set

forth in article VIII of this chapter. If the additional right-of-way required to continue the existing dedicated road or other easement in a continuous, orderly manner is not in the proposed subdivision, the developer will prepare the agreement or easement for dedicating the additional right-of-way required and will attempt to obtain such right-of-way. However, the city may assist in acquisition of such right-of-way when in the public interest, where governmental action is necessary to acquire the property and the developer advances all costs and expenses incurred by the city in taking such action.

- f. A cul-de-sac or local dead-end street shall not exceed 1,320 feet in length.
- g. Street lighting shall be provided in accordance with Section 6.06.01 of this code. The Developer shall make arrangements with the power company and bear the cost of power during the warranty period. Then the street light electrical account shall transfer to the Home Owners Association serving the same.

H. Subdivision Landscaping Requirements

- 1. Any subdivision landscaping or island must be in a platted common area, dedicated to the Homeowner's Association.

6.08.08 – REQUIREMENTS - RIGHT-OF-WAY LANDSCAPE BUFFER YARD

- A. There shall be a continuous landscaped area, a minimum of 10-foot wide, adjacent to all rights-of-way.
 - 1. When parking areas abut ROW Landscape Buffer yards, wheel stops shall be provided to prevent more than eighteen (18) inches of overhang into the landscape area.
 - 2. Sidewalks shall not be located within the right-of-way landscape buffer yard.
 - 3. A maximum of two vehicle accessways, meeting the width requirements of Crestview Engineering Standards Manual, through ROW Landscape Buffer yards, per right-of-way shall be allowed.
 - a. Developments with greater than 500 linear feet of right-of-way frontage shall be allowed one additional accessway through the ROW Adjacent Landscape Yard.
 - b. Accessways shall at no time be less than 50 feet apart, as measured from the centerline of driveway throats of each accessway.
- B. When a development's disturbed area or project area, does not extend the full length of the right-of-way frontage of the property, the required perimeter landscape may be placed within the dedicated project area only, provided the following:
 - 1. When the remainder of the frontage contains natural growth of native trees, shrubs and grasses to sufficiently create or maintain a visual barrier between the right-of-way and the proposed development.
 - 2. The remainder of the frontage is kept and maintained in its natural state.
 - 3. The landscape plan identifies that the area is to be maintained in a natural state and that when the area no longer provides an acceptable visual barrier, landscaping improvements in keeping with the provisions of this code shall be installed.
 - 4. If this area is developed in the future, then it will be required to meet the requirements of this code.
- C. Right-of-way adjacent landscape areas shall utilize, to the greatest extent practical, existing trees, provided those trees are identified within the Approved Tree Species List. See Section 6.08.09 for the approved species list and tree protection bonuses.
- D. Right-of-way adjacent landscape areas shall provide vegetation in accordance with the following:
 - 1. One tree per 25 linear feet, or fraction thereof, of total right-of-way frontage with 50 percent of the trees being a shade species.
 - a. Any required trees deemed to be within the visibility triangle will be required to be planted elsewhere. (Refer to the Crestview Engineering Standards Manual for more information)
 - b. Any trees that would conflict with existing utilities, such as overhead power, shall be planted elsewhere.
 - c. In no case will driveways, utilities, or other such conflicts result in a reduction of the required trees or landscape area. Such required landscape shall be moved elsewhere within the development.
 - 2. The balance of the landscaped area shall be planted with turf grass and other landscaping treatments.
- E. Side Perimeter Landscape Yards.
 - 1. There shall be a continuous side perimeter landscape yard, a minimum of five-foot-wide, adjacent to the property line, in accordance with the following:
 - a. When there is an existing use on the adjacent property and a buffer yard is not required.
 - b. When there is a planned use on the adjacent property and a buffer yard is not required.
 - c. Cross Vehicle Access-drives meeting the minimum width requirements as per the *Crestview Engineering Standards Manual*, shall be allowed up to three per side.
 - (1) When not connecting to an existing Cross Vehicle Access drive, landscaping shall be required to meet this Chapter.
 - 2. Side perimeter landscape yards shall provide vegetation in accordance with the following:
 - a. The balance of the landscaped area shall be planted with turf grass and other landscaping treatments.
- F. Buffer Yards
 - 1. Buffer yards shall generally be located along the outer perimeter of a parcel and shall extend from the property line inward the required width.
 - 2. Buffer yards shall be required between uses with different densities and/or intensities and between different zoning districts in accordance with the following:
 - a. A buffer yard shall be provided in the following situations and/or circumstances:
 - (1) Buffer widths shall be determined based on Table 6.08.08.

- (a) Where redevelopment of an existing single-family dwelling occurs adjacent to single family or duplex residential development, in conformance with this code and the character of the single-family dwelling is preserved and there are 10 or less required parking spaces, the buffer yard requirement may be satisfied by the placement of an eight-foot tall wood or vinyl/plastic privacy fence around the entire side and rear yards.

Table 6.08.08 - Required Buffer Widths

	<u>R-1E</u>	R-1	R-2	R-3	MU	C-1	C-2	IN
<u>R-1E</u>	<u>N/A</u>	<u>5 feet</u>	<u>10 feet</u>	<u>15 feet</u>	<u>15 feet</u>	<u>20 feet</u>	<u>30 feet</u>	<u>50 feet</u>
R-1	<u>5 feet</u>	N/A	5 Feet	10 Feet	15 feet	15 Feet	20 Feet	30 Feet
R-2	<u>10 feet</u>	5 Feet	N/A	5 Feet	10 feet	15 Feet	20 Feet	30 Feet
R-3	<u>15 feet</u>	10 Feet	5 Feet	N/A	7.5 feet	15 Feet	15 Feet	15 Feet
MU	<u>15 feet</u>	15 feet	10 feet	7.5 feet	N/A	7.5 feet	10 feet	15 feet
C-1	<u>20 feet</u>	15 Feet	15 Feet	15 Feet	7.5 feet	N/A	5 Feet	5 Feet
C-2	<u>30 feet</u>	20 Feet	20 Feet	15 Feet	10 feet	5 Feet	N/A	5 Feet
IN	<u>50 feet</u>	30 Feet	30 Feet	15 Feet	15 feet	5 Feet	5 Feet	N/A

7.01.02 - ACCESSORY BUILDINGS

Site Development standards for accessory buildings (storage buildings, utility buildings, sheds, greenhouses, etc.).

- A. Accessory buildings in all zoning districts shall abide by the following requirements and standards:
1. In lots within recorded subdivisions and non-platted lots with a depth less than 250 feet:
 - a. Accessory buildings shall only be placed in side and rear yards and shall be setback three (3) feet from side and rear property lines.
 - b. Accessory buildings on lots facing multiple rights-of-way may be placed in any front yard not abutting the face of the structure containing the front door, up to the required front setback. See figure 7.01.02.
 - c. Accessory buildings closer than ten (10) feet to the principle structure must meet the setbacks of said principle structure.
 2. In lots not within recorded subdivisions and with a lot depth of 250 feet or greater:
 - a. Accessory buildings shall be setback three (3) feet from side and rear property lines and shall not be within any required front setback.
 - b. Accessory buildings closer than ten (10) feet to the principle structure must meet the setbacks of said principle structure.

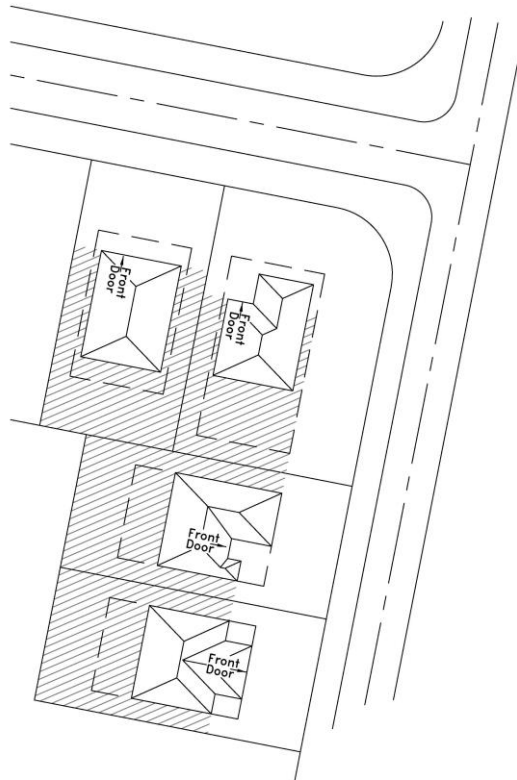


Figure 7.01.02. Allowed Accessory Building and Fence Location on Lots Facing Multiple Rights-Of-Way.

- B. Storage buildings, storage sheds and detached garages in the C-1, C-2 and IN zoning districts that exceed 600 square feet of floor area must provide brick veneer, stone, stucco, or other similar decorative materials to the façade on all sides of the building visible from the public right of way.
- C. Carports in any zoning district are allowed according to the following requirements:
1. Carports are allowed in front yards but shall not encroach into any front setback and must remain under twenty (20) feet in height.
 2. Carports located in any front yard shall not be enclosed on any side.
 3. Carports are allowed in side yards up to property line, regardless of distance to the main structure.
 4. Eaves of carports shall not extend over any property line.
 5. Carports shall be at least three (3) feet from any rear property line.

- D. Screen rooms, enclosed patios, porch coverings, or any other similar structure are allowed in the R-1E, R-1, R-2, R-3 and MU zones according to the following requirements:
1. Shall be at least 3 feet from any rear property line.
 2. Shall not be placed within any front or side setback area.

7.01.03 - FENCES

Site Development Standards for Fences, Hedges and Walls

- A. Location of fences, perimeter hedges and walls.
1. Fences, perimeter hedges and retaining walls may be located on, at, or inside the property line. All fence material must be located on, at or inside the property line, and shall not be located outside of the property line.
 2. A fence located on the property line may be shared by adjacent properties.
 3. Setback requirements applicable to principle buildings shall not prohibit or restrict the installation of a retaining wall.
 4. Fences, perimeter hedges, and walls shall not be located within the required visibility triangle.
- B. Materials and appearance requirements.
1. Fences and walls must be constructed of wood, masonry, stone, wrought iron, chain link, vinyl, welded wire, or composite materials.
 2. All fences shall be installed with the finished side facing outward, except for the following:
 - a. Where a fence cannot be constructed on the property line due to an existing fence on the adjacent property line, the finished side may face inward.
 - b. When an applicant is not granted permission to access the adjacent property to install the fence, the finished side may face inward.
 3. A fence installed for security purposes in C-2 or IN zoning may include barbed wire or razor wire, provided that such wire is at least six (6) feet off the ground.
- C. Electrical fencing may be installed for security purposes and shall meet the following standards:
1. Electrical fencing may be installed on top of a fence in C-2 or IN zoning districts, provided that the electrical fencing is a minimum of six (6) feet above the ground.
 2. Electrical fencing may be installed in residential areas provided that such fencing shall be limited to side and rear yards and shall be contained within a fence structure.
 3. All electrical fencing shall be accompanied by signs to provide a warning of the type of fence and the voltage of the fence. Warning signs shall be placed at each corner of the enclosed area; additional signs shall be placed fifteen (15) feet apart along the entire fence. Warning signs shall not exceed four (4) square feet in area each.
- D. Height standards.
1. Fence and wall height shall be measured from the natural grade at the base of the fence to the topmost part of the fence, including any decorations, barbed wire, or other fixtures.
 2. The maximum height for a fence on a lot line on a property zoned **R-1E**, R-1, R-2, R-3 or MU and adjacent to a property zoned C-1, C-2 or IN shall be eight (8) feet.
 3. Fence may contain decorative columns spaced no less than six (6) feet apart that shall not exceed eight (8) feet in height.
 4. Height standards provided in Table 7.01.03.

Table 7.01.03 - Standards for Fence Heights

Zoning District	Maximum Height in a Side or Rear Yard (feet)	Maximum Height in a Front Yard ^{1, 2}
R-1E	8	4
R-1	8	4
R-2	8	4
R-3	8	4

¹ Fences on lots facing multiple rights-of-way may be up to 8 feet in height in any front yard not abutting the face of the structure containing the front door, where the fence will not obstruct visibility from any intersection or adjacent driveway, as determined by the Planning Administrator, or designee.

² Fences that allow for at least 50 percent visibility through the material, including but not limited to chain link, wrought iron, or welded wire, may be up to 8 feet in height.

MU	8	4
C-1	8	4
C-2	8	4
IN	8	6
P	8	6
E	N/A	N/A

7.02.02 - EXEMPT SIGNS

The following signs are exempt from the requirement to obtain a development permit.

- A. Regulatory, statutory, traffic control, or directional signs erected on public property by or with permission of the United States, the State of Florida, Okaloosa County or the City.
- B. Legal notices and official instruments.
- C. Signs incorporated into machinery or equipment by a manufacturer or distributor, which identify or advertise only the product or service dispensed by the machine or equipment, such as signs customarily affixed to vending machines, newspaper boxes, and gasoline pumps.
- D. Advertising and identifying signs located on taxicabs, buses, trailers, trucks, or vehicle bumpers.
- E. Public warning signs to indicate the dangers of swimming, animals, or similar hazards.
- F. Memorial signs or tablets, names of buildings, and dates of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials.
- G. Signs carried by a person.
- H. Provisionally Exempt Signs. Signs identified in this section may be placed without a permit, provided that such signs comply with the standards set forth in Table 7.02.02.

Table 7.02.02 - Standards for Provisionally Exempt Signs

Sign Type	Standards
Entrance, exit, or other directional signs, including parking identification signs.	- Maximum area of four (4) s.f. - No individual letters, symbols, logos or designs in excess of eight (8) inches measured vertically or horizontally
"No trespassing" or "no dumping" signs	Maximum area of four (4) s.f.
Home Occupation Nameplate in R-1E , R-1, R-2, R-3, and MU zoning District	- Maximum area of one (1) s.f. - Limited to one (1) per property - Must be affixed to front wall of the dwelling unit containing the Home Occupation - Signs shall not be lighted - May only contain name identifying the Home Occupation
Campaign Signs	- Maximum area of nine (9) s.f. and maximum height of six (6) feet in R-1E, R-1, R-2, R-3 and MU zoning districts - Maximum area of thirty-two (32) s.f. and maximum height of six (6) feet in C-1, C-2, IN, P and CON zoning districts - Limited to one sign per property - Limited to the period of the campaign issue - Must be removed within forty-eight (48) hours of the campaign issue being decided
Real estate signs in R-1E , R-1, R-2, R-3, and MU zoning districts	- One (1) sign per dwelling offered for sale or rent - Located on property offered for sale or rent - Maximum area of nine (9) s.f. - Maximum height of six (6) feet. - Allowed for the duration of contract to sell or until rental vacancy is filled
Real estate signs in C-1, C-2, IN, P, and E zoning districts	- One (1) sign per street frontage - Located on property offered for sale or lease - Maximum area of thirty-two (32) s.f. - Maximum height of six (6) feet. - Allowed for the duration of contract to sell or lease
Construction signs, R-1E , R-1, R-2, R-3, and MU zoning districts	- Located on a property where a valid building permit has been issued and has not expired. - Maximum area of thirty-two (32) s.f. - Maximum height of eight (8) feet.

	• Removed when the certificate of occupancy has been issued
Construction signs, C-1, C-2, IN, P, and E zoning districts	• Located on a property where a valid building permit has been issued and has not expired. • Maximum area of all signs not to exceed thirty-two (32) s.f. • Maximum height of eight (8) feet. • Removed when the certificate of occupancy has been issued
Yard or garage sale signs	• Maximum area of four (4) s.f. • Located on the property where a sale is being conducted. • Limited to one sign per property • Must be removed within forty-eight (48) hours of the conclusion of the sale
Automatic Teller Machine (ATM) signs	• Not more than one (1) wall sign • Maximum area of four (4) s.f. • Mounted not more than eight (8) feet above finished elevation of the ATM

7.03.01 - DETACHED ACCESSORY DWELLINGS IN RESIDENTIAL ZONING DISTRICTS

- A. Purpose.
 - 1. The Purpose of this section is to ensure a wide variety of housing choices to city residents and allow opportunities for extended family living.
 - 2. This section provides for detached accessory dwellings, also called accessory apartments, guesthouses, mother-in-law suites, or similar low intensity second housing unit.
 - 3. The intent of this section is to ensure that the establishment of a detached accessory dwelling in a residential zoning district maintains compatibility of the area by minimizing or avoiding potential negative impacts from a secondary dwelling unit.
- B. Applicability. Accessory dwelling units are permissible in R-1E, R-1, R-2, R-3 and MU when established in compliance with the standards set forth in this section.
- C. No more than one (1) accessory dwelling shall be established on any lot, parcel or tract of land.
- D. Standards for a detached accessory dwelling.
 - 1. A detached accessory dwelling shall not be allowed on a property where the principle structure is a mobile home, trailer, or of any construction that is not a site-built structure.
 - 2. A detached accessory dwelling shall be held to and reviewed against all applicable building codes, fire codes, and life safety codes required for any new construction dwelling unit.
 - 3. Any detached accessory dwelling shall comply with all site development standards for principle dwelling structures required by the zoning district, with the following exceptions:
 - a. Detached accessory dwellings may be placed according to the standards for Accessory Buildings in section 7.01.02.
 - b. Detached accessory dwellings may be less than 20 feet in width.
 - 4. Design standards, roof style and materials, and architectural style of the detached accessory dwelling shall be consistent with the principle dwelling and be built in accordance with the Florida Building Code, Residential.
 - 5. One (1) additional parking space shall be provided. Where on-street parking is established for the neighborhood, on-street parking may be counted to meet this requirement.
 - 6. A detached accessory dwelling shall not exceed 900 square feet or forty (40) percent of the total living area of the principle dwelling on the site, whichever is greater.
 - 7. The existence of a detached accessory dwelling shall not be construed to allow for additional accessory structures on any lot, parcel, or tract of land beyond the number and type of accessory structures permissible with the principle dwelling.
 - 8. There shall be no additional signage to identify the detached accessory dwelling, other than the signage permissible for the principle dwelling.
 - 9. There shall be no additional mailbox, exterior utility equipment, or other evidence of a detached accessory dwelling unit. A detached accessory dwelling unit shall not have separate metered utility service, except as otherwise provided in the Florida Building Code, Current Edition.

7.04.00 - HOME OCCUPATIONS

Home occupations may be permitted as an accessory use in a lawfully established dwelling unit located in the R-1E, R-1, R-2, R-3, and MU zoning districts. The standards for home occupations are intended to ensure compatibility with other permitted use and with the residential character of the neighborhood.

- A. The following and similar scope of uses shall be considered home occupations:
 - 1. An office, such as for professionals and general business.
 - 2. Instruction for teaching, such as, but not limited to, academic tutoring, performing arts, or fine arts, provided that no more than two (2) students are instructed at any one (1) time.
 - 3. Administrative or clerical support service, such as transcription, court reporting, stenography, notary public, or word processing, data entry or addressing services.
 - 4. Authors, composers, or creators of intellectual property.
 - 5. Telephone answering services.
 - 6. Beauty salons, barber shops, nail technicians, or similar personal service, limited to one (1) chair or station.
 - 7. Similar uses: An interpretation that a use is similar shall be based on the activities and low level of impact normally associated with the proposed use and similarity of those activities and impacts with those of a listed use.
- B. The following uses are specifically prohibited as home occupations:
 - 1. Appliance and motor repairs (small or large).
 - 2. Automotive, vehicle, or watercraft repairs.
 - 3. Florist.
 - 4. Veterinary clinic.
 - 5. Medical office accompanied by patient foot traffic for a doctor, dentist, or other medical practitioner.
 - 6. Repair of radios, televisions, computers, CD or DVD players, or other similar equipment.
 - 7. Any occupation involving hazardous materials.
 - 8. Restaurants.
 - 9. Any other occupation that does not meet the standards set in 7.04.00.
- C. All home occupations shall comply with the following standards:
 - 1. A home occupation shall be required to have a City Business Tax Receipt (BTR). There shall be one (1) BTR for each business conducted in the dwelling.
 - 2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes and shall not change the residential character of the structure.
 - 3. Not more than twenty-five (25) percent of the habitable floor area of the dwelling unit shall be used in the conduct of the home occupation in R-1E, R-1, R-2, or R-3. MU may have up to thirty-five (35) percent of the habitable floor area of the dwelling unit for the home occupation.
 - 4. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation including outside storage or signs pertaining to the home occupation. However, one (1) unlighted nameplate, not more than one (1) square foot in area, may be attached to the front wall of the dwelling unit identifying the name of the business which constitutes the home occupation.
 - 5. No home occupation shall be conducted in any accessory building, except for the permissible parking of vehicles in a garage or carport.
 - 6. No open storage of equipment shall be permitted except that which is of a quantity and configuration normally used for purely domestic purposes.
 - 7. The home occupation shall not generate noise, vibration, glare, fumes, odors, or electrical interference to adjacent properties.
 - 8. Up to two (2) passenger vehicles, which may be commercially marked, are permissible in association with the home occupation. All permissible vehicles shall be parked within a lawful garage, lawful carport, or on the driveway. However, vehicles with a primary purpose of commercial use are prohibited; such vehicles include well-drilling trucks, tow-trucks, cement mixers, semi-trailers, tractors, refrigerated trucks or vans, graders, or other earth moving equipment. Lawn equipment trailers and similar vehicles are permissible provided that they are screened from public view and limited to one (1) per dwelling. Taxi cabs may be permissible, provided that all such vehicles can be parked within a garage, or carport, or on the driveway.

9. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. The basis for evaluating traffic generated shall be data available from the Institute of Transportation Engineers.
10. Any need for parking generated by the conduct of such home occupation shall be met by the parking areas serving the residential use, such as the driveway, garage, or carport. No vehicle shall block access to the driveway, pedestrian movement on a sidewalk, or be parked in public right-of-way.
 - a. The structural dimensions and locations in relation to property lines,
 - b. The zoning district setback lines,
 - c. Locations of any temporary sanitary facilities (portable toilets) and waste disposal.
 - d. Parking areas,
 - e. Signage,
 - f. Means of ingress and egress for vehicular and pedestrian traffic,
 - g. Any additional information necessary to portray the property and proposed use,
 - h. A description of the proposed use
2. Insurance
 - a. Proof of general liability insurance, in a form acceptable to the City, protecting the applicant from all claims for damages to property or bodily injury, which may arise from operations under or in connection with the vendor's activity.
 - b. A signed and notarized hold-harmless agreement.
- B. Temporary Auto Sales.
 1. Temporary vending involving the sale of automobiles is permitted under this section, provided the applicant for the temporary sale of automobiles shall have a permanent business location within the city limits of Crestview, and shall have a valid City Business Tax Receipt.



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/10/2022
SUBJECT: Resolution Outlining the POWERS AND DUTIES FOR THE CITY CLERK OF THE CITY OF CRESTVIEW

BACKGROUND:

On November 3, 2020, the City of Crestview changed the position of the City Clerk from an elected to an appointed position. Even though the essential duties and responsibilities of the City Clerk are defined in the Charter, more clarification of the duties and responsibilities is desired.

DISCUSSION:

Basic duties and responsibilities should be clearly defined.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact with this item.

RECOMMENDED ACTION

Staff requests a motion to adopt Resolution 2022-8 to be effective immediately.

Attachments

1. City Clerk Resolution

RESOLUTION 2022 - 8

RESOLUTION OUTLINING THE POWERS AND DUTIES FOR THE CITY CLERK OF THE CITY OF CRESTVIEW

WHEREAS, on November 3, 2020 the City of Crestview changed the position of the City Clerk from an elected to appointed; and

WHEREAS, the essential duties and responsibilities of the City Clerk are defined in the Charter; and

WHEREAS, additional duties and responsibilities of the City Clerk are to be set by Resolution.

NOW THEREFORE BE IT RESOLVED that the City of Crestview City Clerk shall have the following duties and responsibilities:

The City Clerk shall be the custodian of records. The City Clerk shall be the custodian of all official records of the city and custodian of the official city seal. The City Clerk shall be responsible to the City Council for the proper administration of all affairs concerning the records of the city as may be promulgated by ordinance or resolution. The City Clerk shall:

- a) Supervise all functions of the City Clerk's department and administrative staff.
- b) Make recommendations to the City Council concerning the records and clerical functions of the city.
- c) Attend all City Council meetings, either in person, or by a duly qualified and designated representative, and keep a journal of its proceedings. Maintain the official City Council minutes, Ordinances, Resolutions, and all records and documents. The correctness of the proceedings as entered in the journal kept by City Clerk shall be certified to after each meeting by the City Clerk's signature (or duly designated representative) and the signature of the presiding officer of the City Council. The journal shall be a public record and any person shall have access to the journal at all reasonable times as prescribed by law. Index all official actions of the City Council.
- d) Give notice of all meetings to the City Council and to the public, as required by ordinance or State law.
- e) Authenticate documents of the city. The City Clerk shall have custody of the city seal, resolutions, and all minutes' books. The City Clerk shall serve as clerk of the City Council and shall attend all City Council meetings and take the minutes of said meetings. The City Clerk shall be responsible for signing and affixing the seal of the City of

Crestview, Florida, to such documents which require the signature of the City Clerk and seal of the city.

- f) Process and attest all written contracts and instruments on behalf of the City.
- g) Prescribe and be responsible for a system of review, retention, and disposition of records of all governmental and proprietary functions of the city and all departments of the city, subject to State laws or local ordinance.
- h) Administer oaths required or authorized under general law, City Charter, or City ordinance.
- i) Keep on file the legal descriptions of the boundaries of the City.
- j) Serve as Records Management administrator and keeper of the historical records of the city.
- k) Assist the Supervisor of Elections, as defined in the Election Agreement.
- l) Perform such other duties as may be prescribed by general law, by City Charter, by ordinance or resolution of the city, or by direction of the City Council as a whole.
- m) Be bondable.
- n) Other duties, as required.

ADOPTED this _th day of _____ 2022.

JB Whitten, Mayor

ATTEST:

Maryanne Schrader, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Michael Criddle, Public Services Director
DATE: 2/10/2022
SUBJECT: East-West Connector Road Utility Relocations

BACKGROUND:

The new Bypass Roads are actually two projects, the North-South Bypass and East-West Connector, being constructed by Anderson Columbia. A section of the East-West Connector will expand the existing Arena Rd right-of-way. The existing utilities in this section must be dealt with. Anderson Columbia provided a price for the work at \$577,885.35. The city believed this was too much, so a different quote was obtained.

DISCUSSION:

There is a water line and sewer force main within the section of Arena Rd from Antioch Rd to Lift Station 76. These utility pipes must be removed since they are in conflict with the new road.

New utilities must be laid to continue to serve residents water and sewer before the existing pipes can be removed. Gator Boring will install the new pipes and city staff will install the new fittings to bring the new lines into service. The quote from Gator for the work is \$234,885.14. This does not include removal of the old lines. An exact cost from Anderson Columbia for removal of the old lines is in the process of being obtained.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

The quote from Gator Boring is \$234,885.14 for the installation of the new lines. The estimated cost to the City of tying in the new lines is estimated at \$15,000.00.

Water & Sewer Bond Series 2021 debt payment was overfunded in anticipation of a principal payment being due. This was not the case as the first principal will be due in FY 2023. Therefore, funding for expenditures related to the pipe relocation is available through this source.

RECOMMENDED ACTION

Motion to approve the Gator Boring contract in the amount of \$234,885.14 and a 'Not to Exceed' of \$450,000.00 to include any additional expenditures that may be required for the total East-West Connector Road Utility Relocations project.

Attachments

1. SKM_C45822020711580

Gator Boring & Trenching, Inc.

1800 Blackbird Lane
Pensacola, FL 32534-9325
Phone: (850) 477-0742 Fax: (850) 477-0743

FL_CU C057321FL CERTIFIED WBE
AL_50498 MS_14850-SC
LA_50876 GA_UC302436
SC_G115091 FPS_800846-0001-2006

PRICE QUOTE

NUMBER:
4186

QUOTED FOR:
City Of Crestview
715 N. Ferdon Blvd.
Crestview, FL 32536

SHIP TO:
Arena Road Utility Relocates
Crestview, FL

Phone:(850) 682-6132 Fax:EXT 109

CUSTOMER ID	SALES REPRESENTATIVE	QUOTE DATE	QUOTE EXPIRES	PAYMENT TERMS	Page	FOB
81	Eric Lyons	1/25/22	2/24/22	Net 30 Days	1 of 2	Origin

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
------	----------	------	-------------	------------	-----------

The Following Prices Are Based On OCWS Annual Directional
Boring Contract With Gator Boring & Trenching, Inc.

<u>1.00</u>	<u>Lump Sum</u>	<u>Single Mobilization/Demobilization</u>	<u>1,000.00</u>	<u>1,000.00</u>
<u>1,280.00</u>	<u>LF</u>	<u>Install 1 Way 10" HDPE Via (1) Directional Bore</u>	<u>71.38</u>	<u>91,366.40</u>
<u>1,280.00</u>	<u>LF</u>	<u>Install 1 Way 8" HDPE Via (1) Directional Bore</u>	<u>57.10</u>	<u>73,088.00</u>
<u>1,280.00</u>	<u>LF</u>	<u>Install 1 Way 6" HDPE Via (1) Directional Bore</u>	<u>42.83</u>	<u>54,822.40</u>
<u>1.00</u>	<u>Pair</u>	<u>Supply & Install 10" MJ Adapter</u>	<u>1,337.74</u>	<u>1,337.74</u>
<u>1.00</u>	<u>Pair</u>	<u>Supply & Install 8" MJ Adapters</u>	<u>1,272.89</u>	<u>1,272.89</u>
<u>1.00</u>	<u>Pair</u>	<u>Supply & Install 6" MJ Adapters</u>	<u>1,232.99</u>	<u>1,232.99</u>
<u>1.00</u>	<u>Lump Sum</u>	<u>Traffic Control</u>	<u>10,764.72</u>	<u>10,764.72</u>

Price Includes:

- Single Mobilization / Demobilization
- Utility Locates
- Labor & Equipment
- Pipe & Fusion

- Quote includes vac tanks to remove drilling mud and transport to a disposal site provided by the contractor.

Price does not include:

- Permits / bonding
- Pre or Post installation pipe testing
- Removal, replacement, restoration of sod, concrete or asphalt
- ingress egress, contractor to provide stable work area

SUBTOTAL:	234,885.14
TAX:	0.00
SHIPPING:	0.00
OTHER:	0.00
TOTAL	234,885.14



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 2/9/2022
SUBJECT: Authorization to proceed with the foreclosures of code compliance liens

BACKGROUND:

Since November, 2020, Code Enforcement has been utilizing the special magistrate for properties that continue to remain in violation. Once the magistrate finds the property in violation of the City code of ordinance, a certified copy of an order imposing a fine is recorded in the public record and constitutes a lien against the land on which the violation exists and upon any other real or personal property owned by the violator.

DISCUSSION:

When property owners refuse to comply with the magistrate's order, Florida Statute 162.09 Administrative Fines; Costs of Repair; Liens, provides a process that allows municipalities to foreclose on the property. The statute states that a fine imposed by the magistrate, shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit filed, whichever occurs first. A lien arising from a fine imposed runs in favor of the local governing body. After 3 months from the filing of the lien, if it remains unpaid, the governing body may authorize the local governing body attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest.

The following properties remain noncompliant as of the date of this report, and authorization is sought to initiate foreclosure proceedings:

149 BOOKER N	360 DA INVESTMENTS CORP
407 WOODRUFF W	360 DA INVESTMENTS CORP
110 BOOKER N	360 DA INVESTMENTS CORP
685 WALNUT W	5T Wealth Partners LP
757 Bay Str	Tony and Carolyn Traywick
604 Amos	5t Wealth Partners Lp
396 E Griffith	Justin C Guerra
394 E Griffith	Justin C Guerra
795 MCCLELLAND	Justin Guerra
406 Griffith E	Justin C Guerra
490 MLK	Leonard Lee

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The cost for legal services related to this process is included in the budget.

RECOMMENDED ACTION

Staff requests permission to allow the City Attorney to proceed with the foreclosure process.

Attachments

1. 757 Bay 2.1.22.1
2. 757 Bay 2.1.22.2
3. 757 Bay 2.1.22.3
4. 757 Bay 2.1.22.4
5. 757 Bay 2.1.22.5
6. 21-1047 757 Bay Hearing Packet

February 01, 2022 08:14AM
757 Bay St
Crestview FL 32536



February 01, 2022 08:14AM
757 Bay St
Crestview FL 32536



February 01, 2022 08:15AM
701-767 Bay St
Crestview FL 32536



February 01, 2022 08:15AM
701-767 Bay St
Crestview FL 32536



February 01, 2022 08:15AM
701-767 Bay St
Crestview FL 32536



CASE # 21-1047

Address where violation(s) exists: 757 Bay Street, Crestview, FL 32536

Name and address of property owner: Carolyn & Tony Traywick, 757 Bay Street, Crestview, FL 32536

Code of Ordinance Violated: Chapter 38 Section 18 (k)- vegetation;
Chapter 70 Section 70-27- solid waste;
LDC Chapter 7 Section 5.03- Recreational camps/tents.

Description of violation(s): Overgrown vegetation, solid waste and refuse not available for collection, recreational camps and tents used as living quarters for one or more individuals.

Date violation(s) were first observed: May 21, 2021.

Date owners of property were given notice of violation:

Certified Mail Return Receipt	May 21	Received	Returned to sender
Certified Mail Return Receipt	June 7	Received	Returned to sender

Date on/by violation(s) to be corrected: June 2, June 14, 2021.

Date of re-inspections: June 3, June 15, 2021.

Results of re-inspections: Non-Complaint

STAFF RECOMMENDS,

1. On or before August 21, 2021, the Respondents shall pay to the City of Crestview the costs incurred in prosecuting this case before the Special Magistrate in the amount of \$250.00.
2. On or before August 21, 2021, the Respondent is to correct the violation(s) by conducting the following action(s):
 - a. Remove all tents from property. Remove all solid waste and trash from the property, and remove the overgrown vegetation.
3. If the violation(s) are not corrected by August 21, 2021, a fine in the amount of \$250.00 per day will be imposed pursuant to Florida Statutes Chapter 162. It is the Respondents' responsibility to notify the City when the Violations have been corrected so that the Property can be inspected to confirm compliance.
4. The fines and costs imposed herein shall accrue interest at the rate of 6.77% per annum until paid.

CASE# 21-1047

NAME OF PROPERTY OWNER: Carolyn & Tony Traywick

NOTICE GIVEN BY: CERTIFIED MAIL RETURN RECEIPT: YES: _____ NO: X

DATE OF MAILING: May 21, June 7, June 17, 2021.

DATE RESPONDENT RECEIVED NOTICE: All notices returned to sender.

HAND DELIVERED: _____

PROOF OF POSTING/HAND DELIVERY AFFIDAVIT: YES: X NO: _____

DATE, OR, TIMEFRAME FOR COMPLIANCE: August 21, 2021

REPEAT VIOLATION: YES: _____ NO: X

WAS THE VIOLATION CORRECTED PRIOR TO THIS HEARING: YES: _____ NO: X

HAS THE PROPERTY BEEN TRANSFERRED DURING THE PENDENCY OF THE
VIOLATION: YES: _____ NO: _____

IF YES TO WHOM: _____

WAS IT DISCLOSED TO CODE COMPLIANCE: YES: _____ NO: _____

DOES THE VIOLATION PRESENT A SERIOUS THREAT TO PUBLIC HEALTH, SAFETY, OR
WELFARE: YES: X NO: _____

IS THE VIOLATION IRREPAIRABLE OR IRREVERSIBLE: YES: _____ NO: X

CODE COMPLIANCE TESTIMONY: _____

ESTABLISH NOTICE: _____

CODE SECTION VIOLATED: Chapter 38 Section 18, Vegetation; Chapter 70, Section 70-27-
Solid waste; Land Development Code Chapter 7 Section 5.03(B) Recreational Camps/ Tents.

FACTS & CIRCUMSTANCES CONSTITUTING VIOLATION: _____

RESPONDENT'S TESTIMONY: _____

MUST CONSIDER:

1. GRAVITY OF VIOLATION
2. ANY ACTION TAKEN TO COMPLY
3. ANY PREVIOUS VIOLATIONS

FEES/FINES:

1. FINE MAY NOT EXCEED \$250.00 PER DAY AND MAY NOT EXCEED \$500.00 FOR REPEAT VIOLATION.
2. FINE SHALL CONTINUE TO ACCRUE UNTIL COMPLIANCE IS MET.
3. COST OF REPAIRS, IF ANY: _____
4. COST OF PROSECUTING CASE: **\$250.00**
5. FINE WILL ACCRUE **6.77%** PER ANNUM

CASE 21-1047
757 BAY STREET
EXHIBIT 6
TUESDAY, JULY 20, 2021

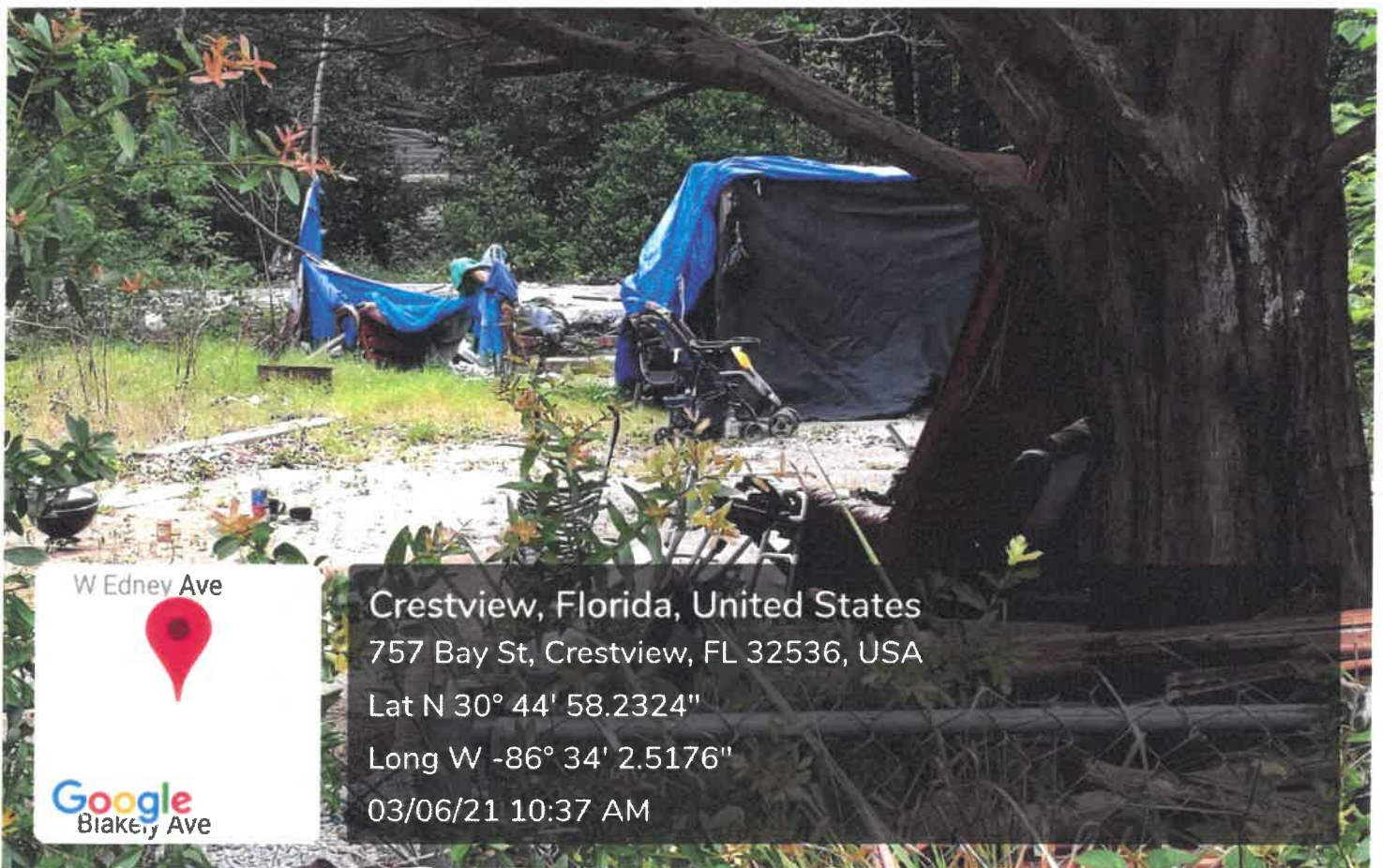
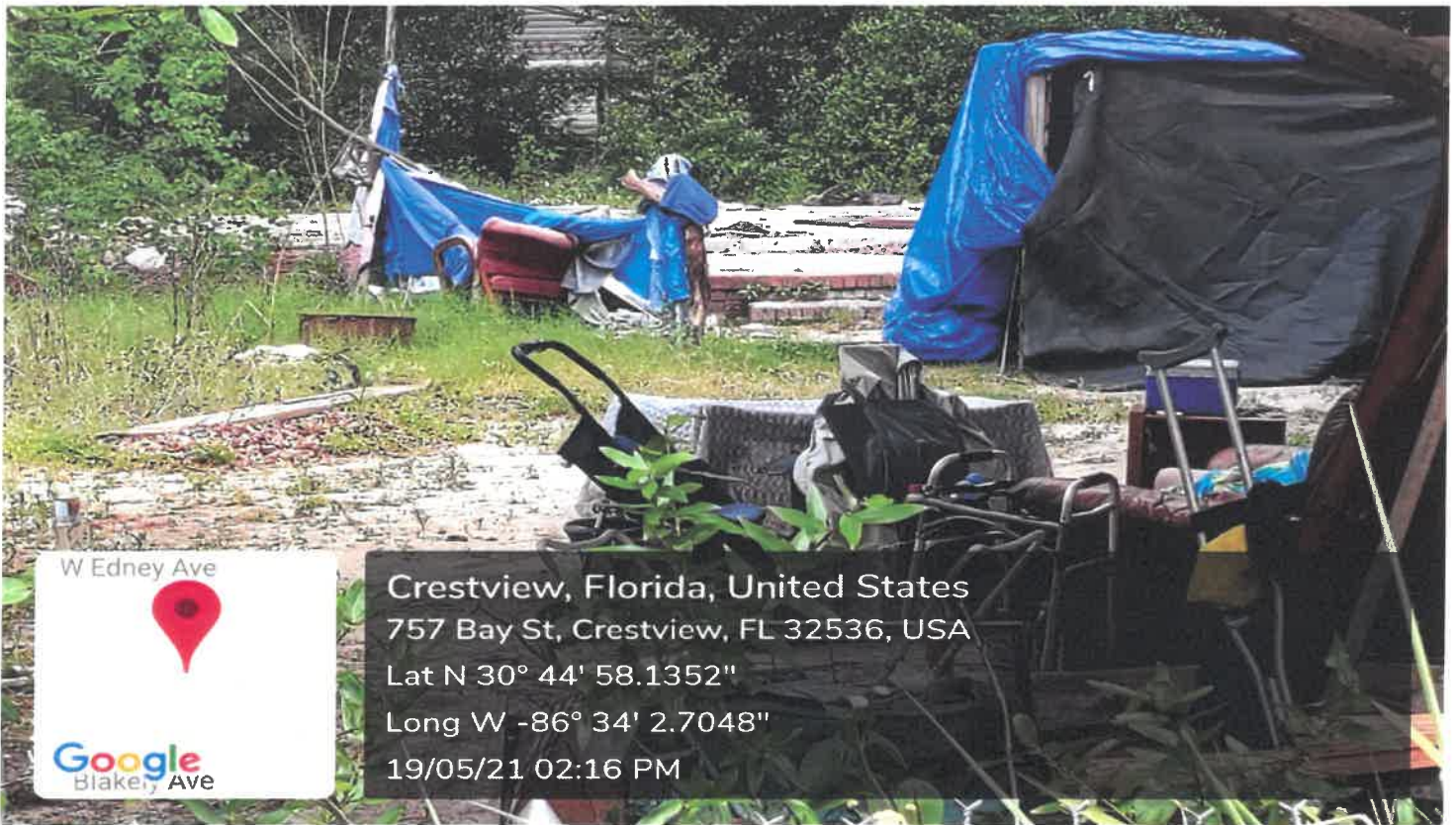


EXHIBIT 6

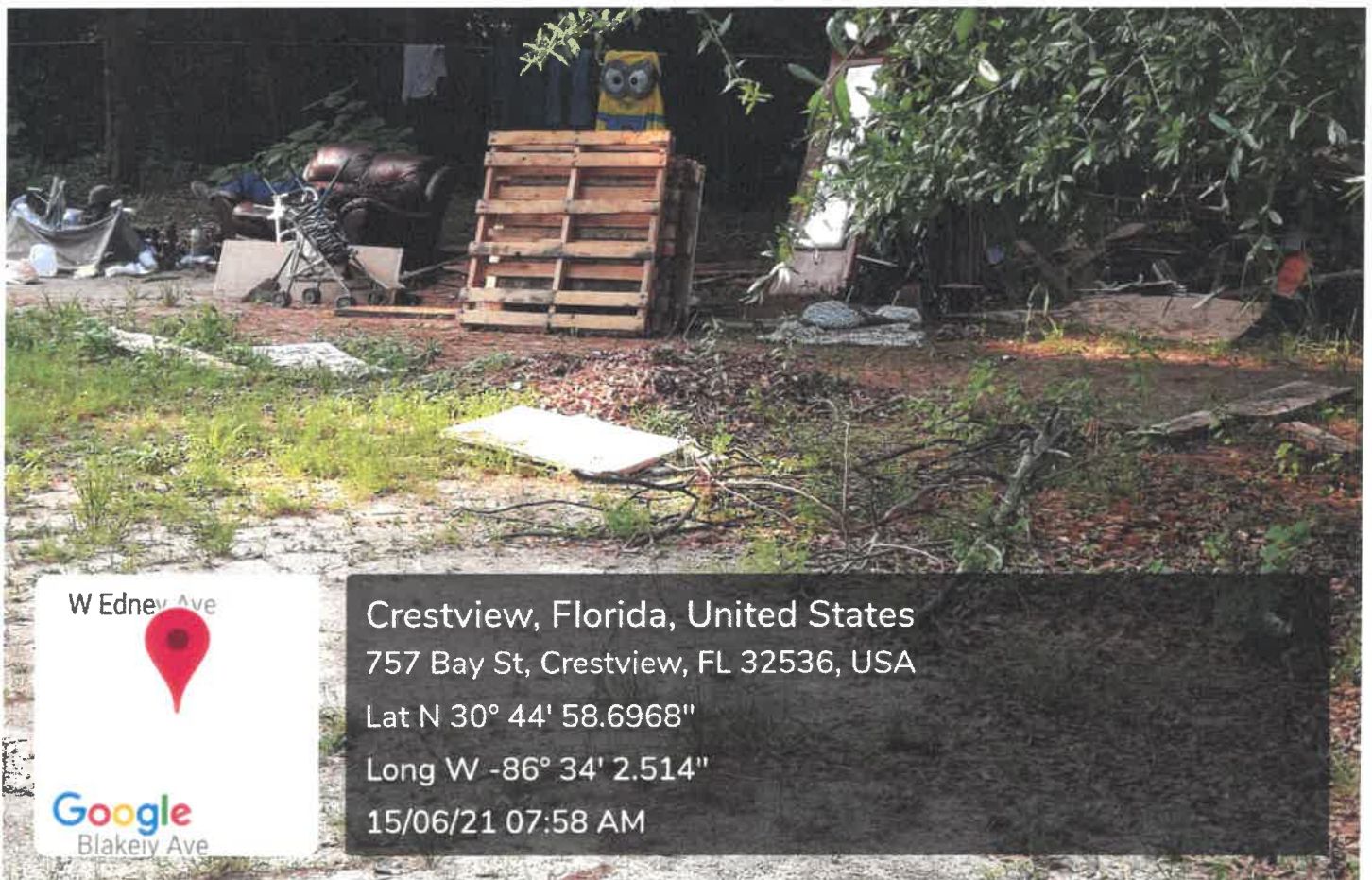
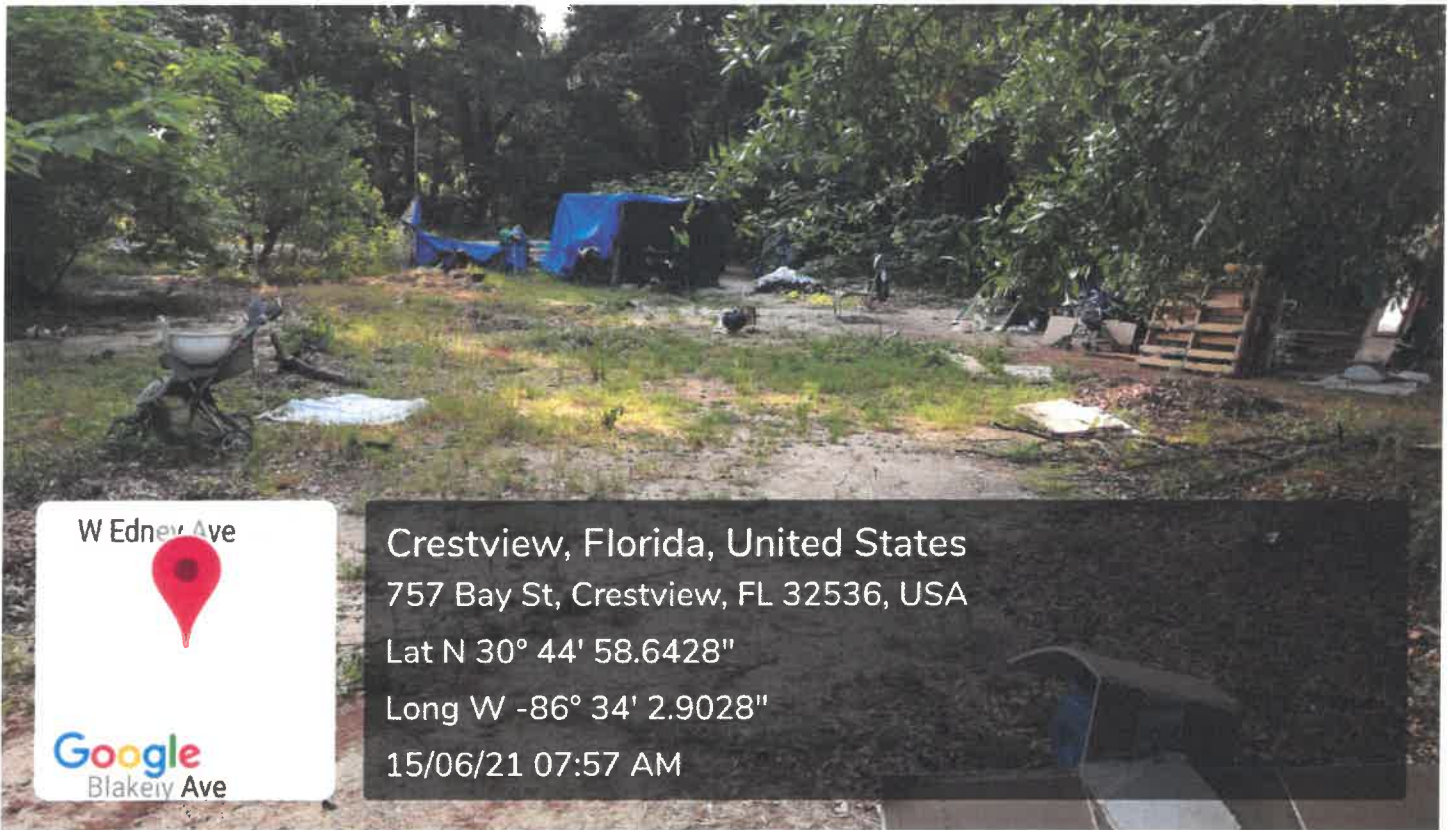


EXHIBIT 6



CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
Code Enforcement Division
P.O. Drawer 1209, Crestview, Florida 32536
Phone (850) 683-0896

Date: May 21, 2021
Case #: 21-00001047

TRAYWICK TONY & CAROLYN
757 BAY ST
CRESTVIEW, FL 32536

Dear Property Owner,

This Civil Violation Notice is being sent to advise you that a parcel of property belonging to you, which is in the City of Crestview, is currently in violation of City Codes. The following information is provided to you concerning these violations:

Location of Violation: 757 BAY ST
Tax Identification Number: 08-3N-23-0740-0013-0000
Legal: EDNEY ADD LOTS 13 & 14, ,

If the violation(s) noted in the attached Statement of Violation (Violation Detail), are not corrected by **June 02, 2021**, this case may be scheduled for a public hearing before the City of Crestview's Special Magistrate.

The Special Magistrate has the authority to impose fines of up to \$250.00 per day for the first offense and \$500.00 per day for repeat offenses and other penalties as a measure to enforce the codes and ordinances of the City of Crestview in cases where violations continue to exist.

If you have any questions concerning this matter, you may call me at (850) 683-0896.

Sincerely,

Florina Alcobia
City of Crestview
Code Compliance Officer
850-306-3699 (office)
850-612-5872 (cell)
alcobiaf@cityofcrestview.org

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

VIOLATION: LDC CH 7 SEC. 7.05.03 QUANTITY: 1
DESCRIPTION: RECREATIONAL CAMPS/TENTS DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

LAND DEVELOPMENT CODE CHAPTER 7

SECTION 7.05.03 - RECREATIONAL CAMPS

A. Recreational camps are allowed by special exception in the MU, C-1, C-2 and E districts in accordance with the following standards.

B. For purposes of this subsection, "Recreational camp" or "Recreational camps" means one or more buildings or structures, tents, trailers, or vehicles, or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

C. The minimum lot area within the MU, C-1, C-2 or E districts shall be 40 acres.

D. Recreational camps in the E districts may only be allowed in accordance with an approved management plan. The management plan shall be prepared at the expense of the applicant by a person or persons qualified in the appropriate fields of study and conducted according to professionally accepted standards. At a minimum, the management plan includes the following:

1. Description of goals and objectives based on type of natural resources to be managed;
2. Description of all proposed uses, including existing and any proposed physical and access improvements;
3. Description of prohibited activities, such as mowing in wetland buffers, or removal of native vegetation in protected habitat areas;
4. Descriptions of ongoing activities that will be performed to protect, restore, or enhance the natural resources to be protected. This may include:
 - a. Removal or control of invasive vegetation and debris;
 - b. Replanting with native vegetation as necessary;
 - c. Provision for listed species habitat needs, including restricting, at appropriate times, intrusions into sensitive foraging, breeding, roosting, and nesting areas;
 - d. Fencing or other institutional controls to minimize impact of human activities on wildlife and vegetation, such as predation by pets;
 - e. Prescribed burning, thinning, or comparable activities performed in an environmentally sensitive manner to restore or maintain habitat;
 - f. Cooperative efforts and agreements to help promote or conduct certain management activities, such as cleanups, maintenance, public education, observation, monitoring, and reporting;
 - g. Any additional measures determined to be necessary to

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

- protect and maintain the functions and values of conservation areas in conjunction with wildfire mitigation;
- h. Set of schedules, estimated costs, staffing requirements, and assignments of responsibility for specific implementation activities to be performed as part of the management plan, and identification of means by which funding will be provided;
 - i. Performance standards with criteria for assessing goals and objectives;
 - j. Five-year monitoring plan with schedule and responsibility;
 - k. Ownership and party responsible for management activities
 - l. Provision for changes to be reviewed and approved by the City; and
 - m. Contingency plans for corrective measures or change if goals not met, and recognition of City enforcement authority
5. The maximum density of cabins, lodges and/or tent campsites shall not exceed one per five acres. Density shall be calculated as gross density and include all land area exclusive of major water bodies starting at the high-water mark.
6. Cabins or lodges shall comply with the Florida Building Code and must contain a minimum of 250 square feet of floor space up to a maximum of 2,500 square feet of floor space, with a maximum occupancy of 10 per cabin or lodge. Use of mobile homes or recreational vehicles for lodging is prohibited.
7. A single permanent residence is allowed.
8. All structures, cabins and tent sites shall be setback a minimum of 200 feet from the property line.
9. Vehicular access shall be from a paved public roadway.
10. A unified plan for water distribution and wastewater disposal meeting the requirements of the Health Department shall be provided as part of any application for a recreational camp.
11. Sanitary facilities including showers, toilets, and sinks shall be provided. Potable water from a municipal water supply shall be used for such sanitary facilities, unless the facility is served by a private well registered, approved and tested by the Department of Health as a limited use public water system.
12. Recreational camps for five or more members of the public as defined in Section 513.01, Florida Statutes, are subject to the provisions of Chapter 513, Florida Statutes and shall not be permitted as a special exception unless the Department of Business and Professional Regulation has issued a permit for such activity and such permit remains valid and current at all times and such property meets every provision of this section not in conflict with the requirements of Chapter 513, Florida Statutes.
13. Any violation of this section, including a property owner's operating or allowing unpermitted recreational camps shall be punished as provided for in section 1-11 of the

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

City Code and each day that such condition continues is regarded as a new and separate offense.

CORRECTIVE ACTION REQUIRED :
PROHIBITED

Building(s), structure(s), tent(s), trailer(s), or vehicle(s), or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

You may abate the violation by removing the building(s), structure(s), tent(s), trailer(s), or vehicle(s), from the property.

VIOLATION: CHAPTER 70 QUANTITY: 1
DESCRIPTION: SOLID WASTE & RECYCLING CH 70 DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

Sec. 70-27. - Refuse not acceptable for collection.

Refuse materials not acceptable for collection as enumerated in this chapter, unless specifically noted in this section, shall be disposed of by the person generating the non-acceptable refuse:

- (1) Materials which have not been prepared for collection in accordance with this article.
- (2) Hazardous materials or substances, such as poisons, acids, caustics, infected materials, explosives, batteries, hydrocarbons and radioactive materials. The county solid waste department will handle requests for disposal of these materials.
- (3) Materials approved by FDER that are commonly referred to as "C & D waste" (see article III of this chapter).
- (4) Solid wastes resulting from industrial processes.
- (5) Tree stumps, trunks and limbs larger than four inches in diameter or six feet in length.
- (6) Refuse created by any private contractor as described in sections 70-35 and 70-36.
- (7) Animal waste, dead animals or tires.

Sec. 70-35. - Building construction wastes.

The person to whom a building permit is issued shall be responsible for removing all refuse, waste matter, rubbish, garbage, trash and construction debris and C & D wastes, including, but not limited to, trees, stumps, dirt, old buildings and structures resulting from the clearing of land before the completion of the work permitted and final

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

inspection is made or within 72 hours of completion of the work. It shall also be the responsibility of any person to whom the permit is issued to inspect the site and to remove therefrom all such materials which have been previously buried, stored, or left to remain on the site.

Sec. 70-36. - Tree surgeons, fence companies, landscape contractors, swimming pool contractors, etc., responsible for waste removal.

It shall be the responsibility of all fence companies, tree surgeons, nurseries, landscape contractors and swimming pool contractors or any company doing work on private property to remove from the premises all residue resulting from their work and deposit it in a permitted landfill. Residue shall not be placed at the curbside for pickup.

CORRECTIVE ACTION REQUIRED :

You may abate the violation by disposing of the debris at an approved facility.

VIOLATION: CH 38 SEC 18 (k) QUANTITY: 1
DESCRIPTION: VEGETATION-WEEDS DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

38.19 - Duty of Property Owner.

It shall be the duty of the owners, or other persons in control of property within the City to maintain their lot, tract or parcel and the abutting right-of-way but not including that area which is paved as roadway consistent with the standards set forth.

Nuisance Conditions - 38 - 18 (k) Grass, weeds, and uncultivated vegetation: All grasses or weeds, and uncultivated vegetation, shall not exceed twelve (12) inches in height on improved property, including the area between the edge of the pavement in the street and the lot line.

CORRECTIVE ACTION REQUIRED :

You may abate the violation by removing the vegetation, or weeds from the property.

CERTIFIED MAIL®

City of Crestview
Community Development Service
P.O. Box 1209
Crestview, Florida 32536



FL 325
PM 1 L

NEOPOST FIRST CLASS MAIL

05/21/2021

US POSTAGE \$006.96



ZIP 32536
041M11297338

7020 1290 0001 5682 1307

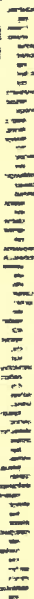
TONY TRAYWICK
757 BAY ST
CRESTVIEW, FL 32536

NIXIE 322 DE 1 0005/27.21

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

UTF
32536120909

BC: 32536120909 *2638-04209-21-37



7020 1290 0001 5682 1307

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

Certified Mail Fee	\$ 3.60
Extra Services & Fees (check box, add fees as applicable)	
☒ Return Receipt (hardcopy)	\$ 2.85
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$ 0.51
Total Postage and Fees	\$ 6.96

Sent To
TONY TRAYWICK
757 BAY ST
CRESTVIEW, FL 32536



21.1047

PS Form 3800, April 2015 PSN 7530-02-000-904

See Reverse for Instructions



CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
Code Enforcement Division
P.O. Drawer 1209, Crestview, Florida 32536
Phone (850) 683-0896

Date: June 4, 2021
Case #: 21-00001047

TRAYWICK TONY & CAROLYN
757 BAY ST
CRESTVIEW, FL 32536

Dear Property Owner,

This letter is being sent to advise you that a parcel of property belonging to you, which is in the City of Crestview, is currently in violation of City Codes. The following information is provided to you concerning these violations:

Location of Violation: 757 BAY ST
Tax Identification Number: 08-3N-23-0740-0013-0000
Legal: EDNEY ADD LOTS 13 & 14, ,

If the violation(s) noted in the attached Statement of Violation (Violation Detail), are not corrected by **June 14, 2021**, this case may be scheduled for a public hearing before the City of Crestview's Special Magistrate.

The Special Magistrate has the authority to impose fines of up to \$250.00 per day for the first offense and \$500.00 per day for repeat offenses and other penalties as a measure to enforce the codes and ordinances of the City of Crestview in cases where violations continue to exist.

If you have any questions concerning this matter, you may call me at (850) 683-0896.

Sincerely,

Florina Alcobia
City of Crestview
Code Compliance Officer
850-306-3699 (office)
850-612-5872 (cell)
alcobiaf@cityofcrestview.org

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

VIOLATION: LDC CH 7 SEC. 7.05.03 QUANTITY: 1
DESCRIPTION: RECREATIONAL CAMPS/TENTS DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

LAND DEVELOPMENT CODE CHAPTER 7

SECTION 7.05.03 - RECREATIONAL CAMPS

A. Recreational camps are allowed by special exception in the MU, C-1, C-2 and E districts in accordance with the following standards.

B. For purposes of this subsection, "Recreational camp" or "Recreational camps" means one or more buildings or structures, tents, trailers, or vehicles, or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

C. The minimum lot area within the MU, C-1, C-2 or E districts shall be 40 acres.

D. Recreational camps in the E districts may only be allowed in accordance with an approved management plan. The management plan shall be prepared at the expense of the applicant by a person or persons qualified in the appropriate fields of study and conducted according to professionally accepted standards. At a minimum, the management plan includes the following:

1. Description of goals and objectives based on type of natural resources to be managed;
2. Description of all proposed uses, including existing and any proposed physical and access improvements;
3. Description of prohibited activities, such as mowing in wetland buffers, or removal of native vegetation in protected habitat areas;
4. Descriptions of ongoing activities that will be performed to protect, restore, or enhance the natural resources to be protected. This may include:
 - a. Removal or control of invasive vegetation and debris;
 - b. Replanting with native vegetation as necessary;
 - c. Provision for listed species habitat needs, including restricting, at appropriate times, intrusions into sensitive foraging, breeding, roosting, and nesting areas;
 - d. Fencing or other institutional controls to minimize impact of human activities on wildlife and vegetation, such as predation by pets;
 - e. Prescribed burning, thinning, or comparable activities performed in an environmentally sensitive manner to restore or maintain habitat;
 - f. Cooperative efforts and agreements to help promote or conduct certain management activities, such as cleanups, maintenance, public education, observation, monitoring, and reporting;
 - g. Any additional measures determined to be necessary to

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

protect and maintain the functions and values of conservation areas in conjunction with wildfire mitigation;

h. Set of schedules, estimated costs, staffing requirements, and assignments of responsibility for specific implementation activities to be performed as part of the management plan, and identification of means by which funding will be provided;

i. Performance standards with criteria for assessing goals and objectives;

j. Five-year monitoring plan with schedule and responsibility;

k. Ownership and party responsible for management activities

l. Provision for changes to be reviewed and approved by the City; and

m. Contingency plans for corrective measures or change if goals not met, and recognition of City enforcement authority

5. The maximum density of cabins, lodges and/or tent campsites shall not exceed one per five acres. Density shall be calculated as gross density and include all land area exclusive of major water bodies starting at the high-water mark.

6. Cabins or lodges shall comply with the Florida Building Code and must contain a minimum of 250 square feet of floor space up to a maximum of 2,500 square feet of floor space, with a maximum occupancy of 10 per cabin or lodge. Use of mobile homes or recreational vehicles for lodging is prohibited.

7. A single permanent residence is allowed.

8. All structures, cabins and tent sites shall be setback a minimum of 200 feet from the property line.

9. Vehicular access shall be from a paved public roadway.

10. A unified plan for water distribution and wastewater disposal meeting the requirements of the Health Department shall be provided as part of any application for a recreational camp.

11. Sanitary facilities including showers, toilets, and sinks shall be provided. Potable water from a municipal water supply shall be used for such sanitary facilities, unless the facility is served by a private well registered, approved and tested by the Department of Health as a limited use public water system.

12. Recreational camps for five or more members of the public as defined in Section 513.01, Florida Statutes, are subject to the provisions of Chapter 513, Florida Statutes and shall not be permitted as a special exception unless the Department of Business and Professional Regulation has issued a permit for such activity and such permit remains valid and current at all times and such property meets every provision of this section not in conflict with the requirements of Chapter 513, Florida Statutes.

13. Any violation of this section, including a property owner's operating or allowing unpermitted recreational camps shall be punished as provided for in section 1-11 of the

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

City Code and each day that such condition continues is regarded as a new and separate offense.

CORRECTIVE ACTION REQUIRED :

PROHIBITED

Building(s), structure(s), tent(s), trailer(s), or vehicle(s), or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

You may abate the violation by removing the building(s), structure(s), tent(s), trailer(s), or vehicle(s), from the property.

VIOLATION: CHAPTER 70 QUANTITY: 1
DESCRIPTION: SOLID WASTE & RECYCLING CH 70 DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

Sec. 70-27. - Refuse not acceptable for collection.

Refuse materials not acceptable for collection as enumerated in this chapter, unless specifically noted in this section, shall be disposed of by the person generating the non-acceptable refuse:

- (1) Materials which have not been prepared for collection in accordance with this article.
- (2) Hazardous materials or substances, such as poisons, acids, caustics, infected materials, explosives, batteries, hydrocarbons and radioactive materials. The county solid waste department will handle requests for disposal of these materials.
- (3) Materials approved by FDER that are commonly referred to as "C & D waste" (see article III of this chapter).
- (4) Solid wastes resulting from industrial processes.
- (5) Tree stumps, trunks and limbs larger than four inches in diameter or six feet in length.
- (6) Refuse created by any private contractor as described in sections 70-35 and 70-36.
- (7) Animal waste, dead animals or tires.

Sec. 70-35. - Building construction wastes.

The person to whom a building permit is issued shall be responsible for removing all refuse, waste matter, rubbish, garbage, trash and construction debris and C & D wastes, including, but not limited to, trees, stumps, dirt, old buildings and structures resulting from the clearing of land before the completion of the work permitted and final

CASE NUMBER 21-00001047
PROPERTY ADDRESS 757 BAY ST

ORDINANCE DESCRIPTION :

inspection is made or within 72 hours of completion of the work. It shall also be the responsibility of any person to whom the permit is issued to inspect the site and to remove therefrom all such materials which have been previously buried, stored, or left to remain on the site.

Sec. 70-36. - Tree surgeons, fence companies, landscape contractors, swimming pool contractors, etc., responsible for waste removal.

It shall be the responsibility of all fence companies, tree surgeons, nurseries, landscape contractors and swimming pool contractors or any company doing work on private property to remove from the premises all residue resulting from their work and deposit it in a permitted landfill. Residue shall not be placed at the curbside for pickup.

CORRECTIVE ACTION REQUIRED :

You may abate the violation by disposing of the debris at an approved facility.

VIOLATION: CH 38 SEC 18 (k) QUANTITY: 1
DESCRIPTION: VEGETATION-WEEDS DATE: 5/20/21
LOCATION:

ORDINANCE DESCRIPTION :

38.19 - Duty of Property Owner.

It shall be the duty of the owners, or other persons in control of property within the City to maintain their lot, tract or parcel and the abutting right-of-way but not including that area which is paved as roadway consistent with the standards set forth.

Nuisance Conditions - 38 - 18 (k) Grass, weeds, and uncultivated vegetation: All grasses or weeds, and uncultivated vegetation, shall not exceed twelve (12) inches in height on improved property, including the area between the edge of the pavement in the street and the lot line.

CORRECTIVE ACTION REQUIRED :

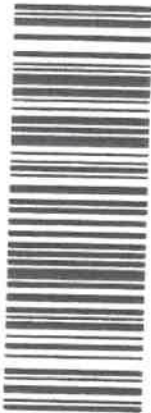
You may abate the violation by removing the vegetation, or weeds from the property.



City of Crestview
Community Development Services
P. O. Box 1209
Crestview, Florida 32536

6-16

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TONY TRAYWICK	
7570 Bay STR	
City	
CRESTVIEW, FL 32536	



21.1047

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
CODE COMPLIANCE DIVISION
198 Wilson Street North
Crestview, FL 32536
(850) 683-0896



NOTICE OF PUBLIC HEARING

DATE: June 9, 2021

Carolyn & Tony Traywick
757 Bay Street
Crestview, FL 32536

RE: CASE# 21-1047

Dear Property Owner:

You are hereby formally notified that on **July 20, 2021 at 5:30 P.M.**, there will be a Public Hearing at City Hall, located at 198 Wilson Street North Crestview, Florida in the Council Chambers. This meeting is being held concerning violations that continue to exist on a parcel of property belonging to you located at **757 Bay Street Crestview, FL, 32536**, more particularly described as:

PIN# 08-3N-23-0740-0013-0000 LEGAL DESCRIPTION: EDNEY ADD LOTS 13 & 14

The Special Magistrate has the power to levy fines up to \$250 per day for a first violation, and up to \$500 per day for a repeat violation. If the Special Magistrate finds the violation to be irreparable or irreversible in nature, a fine, not to exceed \$5,000 per violation, may be imposed.

If a violation, or the condition causing the violation, presents a serious threat to the public health, safety, and welfare, or if the violation is irreparable or irreversible in nature, the Special Magistrate will notify the local governing body, which may make all reasonable repairs required to bring the property into compliance, and charge the violator with the reasonable cost of the repairs along with the fine imposed.

If the City prevails in prosecuting a case before the Special Magistrate, it shall be entitled to recover all costs incurred in prosecuting the case before the Special Magistrate, and such costs may be included in the lien authorized under FS 162.09(3).

A certified copy of an Order imposing a fine, or a fine plus repair costs, will be recorded in the Okaloosa County Public Records, and thereafter shall constitute a lien against the land on which the violation exists **and** upon any other real or personal property owned by the violator.

You have the right to obtain an attorney, at your own expense, to represent you before the Special Magistrate.

If you desire a verbatim transcript of the proceedings for appeal purposes, you should arrange for a court reporter to attend the hearing.

The Crestview Special Magistrate was created pursuant to Florida Statue 162. The purpose of the Special Magistrate is to facilitate the enforcement of local and state laws.

Sincerely,

Florina Alcobia
Code Compliance Officer
City of Crestview
850.306.3699/850.612.5872

STATEMENT OF VIOLATION

1) **Code of Ordinance Violated:** Chapter 38 Section 18 (k) Vegetation- Weeds

Grass, weeds, and uncultivated vegetation: All grasses or weeds, and uncultivated vegetation, shall not exceed twelve (12) inches in height on improved property, including the area between the edge of the pavement in the street and the lot line.

Corrective Action Required: Remove vegetation from the property.

2) **Code of Ordinance Violated:** Chapter 70 Section 70-27 (6), (7), Refuse not acceptable for collection

Refuse materials not acceptable for collection shall be disposed of by the person generating the non-acceptable refuse.

Corrective Action Required: Remove the solid waste and tires from the property.

3) **Code of Ordinance Violated:** LDC Chapter 7 Section 5.03 (B) Recreational Camps/ Tents

Recreational camps or recreational camps means one or more buildings or structures, tents, trailers, or vehicles, or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

Corrective Action Required: Remove the tent from the property.



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Community Development Servi
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Crestview, Florida 32536

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☐ Adult Signature Restricted Delivery	\$
Postage	\$.51
Total Postage and Fees	\$ 6.94

Signature of Addressee (Print Name, Last, First, Middle Initial)
CAROLYN + TONY TRAYWICK

Signature of Addressee (Print Name, Last, First, Middle Initial)
757 BAY STREET

Signature of Addressee (Print Name, Last, First, Middle Initial)
CRESTVIEW, FL 32536

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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**CITY OF CRESTVIEW
CODE COMPLIANCE DIVISION
P.O. Box 1209, Crestview, Florida 32536**

**AFFIDAVIT OF SERVICE
(POSTING OF NOTICE OF HEARING)**

CASE # 21- 1047

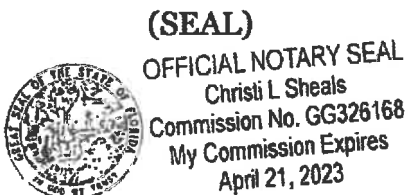
I Florina M Alcobia, being duly sworn, deposes and state, that I am employed by the City of Crestview, Florida, that on the 1ST day of July 2021, I personally posted said Notice of Hearing at: 757 Bay Str., Crestview, Florida, 32536 in the County of Okaloosa.

A copy of said notice is attached hereto.

Florina M. Alcobia 7/1/21
Affiant's Signature Date

Before me, the undersigned authority personally appeared, Florina Alcobia, who being duly sworn deposes and states that she executed the foregoing affidavit, and it is true and correct.

Sworn to and subscribed before me this 1 the day of July 2021.



NOTARY PUBLIC: Christi L. Sheals

MY COMMISSION EXPIRES: April 21, 2023



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/10/2022
SUBJECT: Nomination of Jim Sheffield to the Planning Development Board

BACKGROUND:

The Board shall consist of five core members. In addition to the five members, two alternate members may be appointed by a majority vote of the City Council to serve as alternates for the term of one year, or until a successor is appointed. Alternate members shall be residents of the City.

DISCUSSION:

The City Clerk received several applications. Mr. Sheffield attended the February 7th Planning and Development Board meeting and spoke to Chair Michael Roy. Chair Roy recommends filling the vacant position. The City Council has received the application from Jim Sheffield.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff requests a motion to confirm the nomination of Jim Sheffield to the Planning and Development Board to fill the vacancy.

Attachments

1. Jim Sheffield Application

CITIZEN BOARD AND COMMITTEE APPLICATION

NAME: Jim Sheffield

MAILING ADDRESS: 505 Ridge Lake Rd Crestview

BUSINESS ADDRESS: 200 Hospital Dr Crestview
850

CONTACT PHONE: 826-8959 EMAIL ADDRESS: SheffieldJim94@gmail.com

OCCUPATION: maint supervisor

ARE YOU A CITY OF CRESTVIEW RESIDENT? yes # YEARS: 3

Note: Some boards committees do not require City residency.

Please indicate below the Boards Committees you might have an interest in serving on, in order of preference. Using a separate page, if necessary, state briefly any knowledge or experience that would be relevant to any appointed positions you have an interest in.

1. Planning + zoning
2. _____
3. where ever I could help.

Signature Jim Sheffield Date 1-27-2020

Please return completed application to:

Office of the City Clerk

City of Crestview

198 N. Wilson Street

Crestview, FL 32536

or email completed application to cityclerk@cityofcrestview.org



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader, City Clerk
DATE: 2/10/2022
SUBJECT: Nomination of Dan Krusenklaus to the Police and Firefighters Retirement Board

BACKGROUND:

The Board (of Trustees) shall consist of five (5) Trustees. Two shall be legal residents of the City and the appointment is made by the City Council. A vacancy currently exists.

DISCUSSION:

The next retirement meeting is scheduled for March 1st, so we would like the position filled in order not to disrupt business.

GOALS & OBJECTIVES

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

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

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Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff requests a motion to confirm the nomination of Dan Krusenklau to the Police and Firefighter's Retirement Board for a two-year term.

Attachments

1. Dan Krusenklau

CITIZEN BOARD AND COMMITTEE APPLICATION

NAME: DAN S. KRUSENKLAS

MAILING ADDRESS: 2136 HAGOOD LOOP CRESTVIEW, FL. 32536

BUSINESS ADDRESS: N/A

CONTACT PHONE: (850) 259-4208 EMAIL ADDRESS: DKRUSEN1954@YAHOO.COM

OCCUPATION: RETIRED FROM U.S. NAVY & ADAMS HOMES.

ARE YOU A CITY OF CRESTVIEW RESIDENT? YES # YEARS: 23 YEARS

Note: Some boards/committees do not require City residency.

Please indicate below the Boards/Committees you might have an interest in serving on, in order of preference. Using a separate page, if necessary, state briefly any knowledge or experience that would be relevant to any appointed positions you have an interest in.

1. I WOULD LIKE YOUR CONSIDERATION FOR ANY BOARD OR
2. COMMITTEE THAT NEEDS THE BENEFIT OF MY LIFE EXPERIENCE
3. AND KNOWLEDGE.

Signature Dan S. Krusenklas Date 1/26/2022

Please return completed application to:

Office of the City Clerk

City of Crestview

198 N. Wilson Street

Crestview, FL 32536

or email completed application to cityclerk@cityofcrestview.org

TO: OFFICE OF CITY CLERK

FM: DAN S. KRUSENIKIAUS

RE: CITIZEN BOARD & COMMITTEE APPLICATION

I WOULD GREATLY APPRECIATE YOUR REVIEW OF MY REQUEST FOR THE CITIZEN BOARD OR COMMITTEES. I AM A U.S. NAVY VETERAN (1972 - 1994) RETIRED AND I SERVED AS THE ASSISTANT PRODUCTION MANAGER FOR ADAMS HOMES FROM 1999 UNTIL 2020 WHEN I PERMANENTLY RETIRED. I HAVE 2 YEAR DEGREES IN BUSINESS ADMINISTRATION AND ACCOUNTING. I WOULD CONSIDER IT A PRIVILEGE TO SERVE THE CITY OF CRESTVIEW ON ANY COMMITTEE THAT MIGHT BE IN NEED. PLEASE CONTACT ME IF YOU HAVE QUESTIONS OR REQUIRE ANY FURTHER EXPLANATION OF MY EXPERIENCE.

RESPECTFULLY,





Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Administrative Services Director
DATE: 2/10/2022
SUBJECT: Strategic Plan

BACKGROUND:

The current strategic plan for the City of Crestview was adopted on June 10th, 2019. This plan established our vision, mission statement, and areas of strategic focus. The plan also identified goals and strategies for improving in these focus areas. We have enacted many of the strategies identified in the plan, and in 2021 it was determined an update was needed.

DISCUSSION:

On March 2nd, 2021, City leadership hosted Analytica Consulting's Herb Marlow for a discussion of the strengths, weaknesses, threats, and opportunities facing the City of Crestview. As a result of this meeting, the attached plan was created. The areas of strategic focus and goals remain the same with updated strategies and formatting.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact to adopting this plan, impacts of enacting the plan will come in separate requests.

RECOMMENDED ACTION

Staff requests a motion to adopt the 2022 Strategic Plan.

Attachments

1. 2022 Strategic Plan (2)

2022 Strategic Plan

City of Crestview
March 2021



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STRATEGIC FOCUS AREAS- QUALITY OF LIFE

10

PARTICIPANTS

22

EXECUTIVE SUMMARY

The City of Crestview is pleased to present the 2022 City of Crestview Strategic Plan. This plan as provided is the conclusion of one day session held March 2, 2021 at Warrior's Hall, led by Analytica consultant, Herb Marlow. City staff is looking forward to more great things to come.

This plan is an update to the 2020 Strategic Plan. Adopted in June 2019, this plan consists of an assessment of strengths, weaknesses, opportunities and threats; discussion of what we would like to keep or remove and what we would like to add to Crestview.

As a result of this assessment four foundational strategic areas of focus were identified as well as six strategic focus areas related to quality of life. The foundational focus areas are financial sustainability, operational capacity, effectiveness, and efficiency, infrastructure, and communication. The quality of life focus areas are community character, safety, mobility, opportunity, play, and community culture.





MISSION

To improve the quality of life
by providing exceptional
municipal services.

VISION

To be known as a forward thinking,
hospitable, and growing community
that embraces diversity with a
family-centric culture.

VALUES

Dedication to community enrichment
Emphasis on citizen input and
engagement
Fiscal responsibility and sustainability
Transparency

WHO WE ARE



AGE

Median : 33 years

EDUCATION

28.67% High School Diploma
14.85% Associates Degree
15.44 % Bachelors Degree
7.09% Graduate Degree



TOP JOBS- BY OCCUPATION

14.54% Office and Administrative Support
11.82% Sales
9.76% Executive, Managers, Administrators
7.96% Food Preparation
6.6% Education, Training, Library

INCOME

Median household income \$58,720



HOUSING

65.84% Homeowners
34.26% Renters

HOUSEHOLD SIZE

23.68% One Person
33.16% Two Person
18.26% Three Person
14.77% Four Person
6.35% Five Person
3.44% Six Person



Strategic Focus Areas - Foundational



● Financial Sustainability

Achieve long term financial sustainability

● Organizational capacity, effectiveness, and efficiency

To efficiently and effectively provide the highest quality of public services.

● Infrastructure

Satisfy current and future infrastructure needs

● Communication

To engage, inform, and educate public and staff

STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Financial Sustainability

Goal : Achieve long term financial stability

.....

Strategies

Continue to build reserves

Fully fund utility fund reserves

Determine level of service vs level of maintenance

Animal control

Wastewater

Maintain transparency

Budget book available online

Hearings livestreamed

STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Financial Sustainability

Goal : Achieve long term financial stability

.....

Strategies

**Identify
revenue
sources**

Public/Private
partnerships

Wastewater
treatment plant

**Continue to
increase
efficiency**

Stock requisitions

Wastewater
treatment plan
operations

**Increase
community
involvement
and
volunteerism**

Museum
volunteers

Cops for Kids

Citizens Advisory
Council



STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Organizational Capacity

Goal : Efficiently and effectively provide the highest quality of public services

.....

Strategies

Improve retention and recruitment

Identify steps in the hiring process

Formalize exit interview process

Increase tenure

Develop metrics

Foster teambuilding and cohesiveness

One city, one mission

Develop 2 or more process improvement teams

Identify one new teambuilding exercise for each department

Implement clear and consistent city-wide policies

Implement stock requisitions

Survey Employees

Improve education and training

Identify training gaps

Succession planning

Leadership program



STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Infrastructure

Goal: Satisfy current and future infrastructure needs

.....

Strategies

Implement proactive long-range planning process

Capital improvement plan

Update Comprehensive Plan and LDC

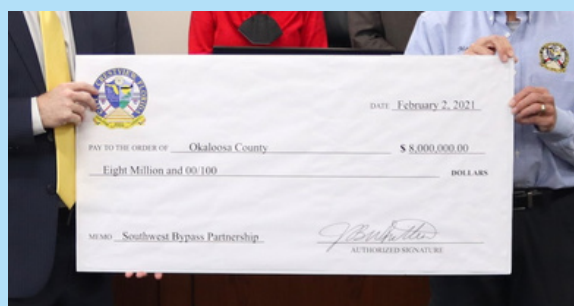
Evaluate buildings, facilities, and equipment

Complete and adopt facility assessment /operational assessment plan

Create and evaluate funding strategies

Review/evaluate costs

Identify strategies for WWTP



STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Infrastructure

Goal: Satisfy current and future infrastructure needs

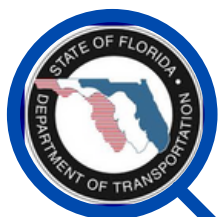
.....

Strategies

Strengthen community partnerships

Build relationships
Emerald Coast
Association of
Realtors

BIA



Level of service/ maintainence of service

Animal control
plan

Define level of
service

Define level of
maintenance

STRATEGIC FOCUS- FOUNDATIONAL GOALS AND OBJECTIVES



Communication

Goal: Engage, inform and educate the public and staff

.....

Strategies

Establish and disseminate our message

Form process improvement teams for messaging

Complete two department based videos

Complete Police recruiting video

2022 "Powering Partnerships"

Improve internal and external communication

Develop social engagement metrics

Quarterly City Manager videos

Monthly employee spotlights

Enhance citizen involvement

Clean up day

Fill board vacancies

Maintain transparency

Create public dashboard



Strategic Focus Areas - Quality of Life



● Community Character

Promote desirable growth with a hometown atmosphere.

● Safety

Ensure the continuous safety of citizens and visitors

● Mobility

Provide safe, efficient, and accessible means for mobility

● Opportunity

Promote an environment that encourages economic and educational opportunity.

● Play

Expand recreational and entertainment activities within the city.

● Community Culture

Develop a specific identity for Crestview

STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Community Character

Goal: Promote desirable growth with a hometown atmosphere

Strategies

Remove blight

Develop code compliance metrics

Community clean up day

Public education on code enforcement

Develop vacant properties

Create incentive programs for downtown revitalization

Develop CRA grant program

Develop downtown targeted industry list

Develop beautification program

Develop CRA grant program

Develop target industry list

Public hearings
Market study



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Safety

Goal: Ensure the continuous safety of citizens and visitors

Strategies

Continuous risk assessment

Community policing

Develop smart city tech.

Evaluate Predictive policing software

Improve citizen relations

Complete four pop-up events annually

Public safety basketball game

Continue flashlight walk

Improve pedestrian access, visibility, and protection

Complete and adopt mobility study

Evaluate/improve lighting on SR85

Maintain competent and qualified staff

Develop professional development plan for public safety staff



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Mobility

Goal: Provide safe ,efficient, and accessible means for mobility.

.....

Strategies

Pursue funding options and solutions

Maintain funding the bypass

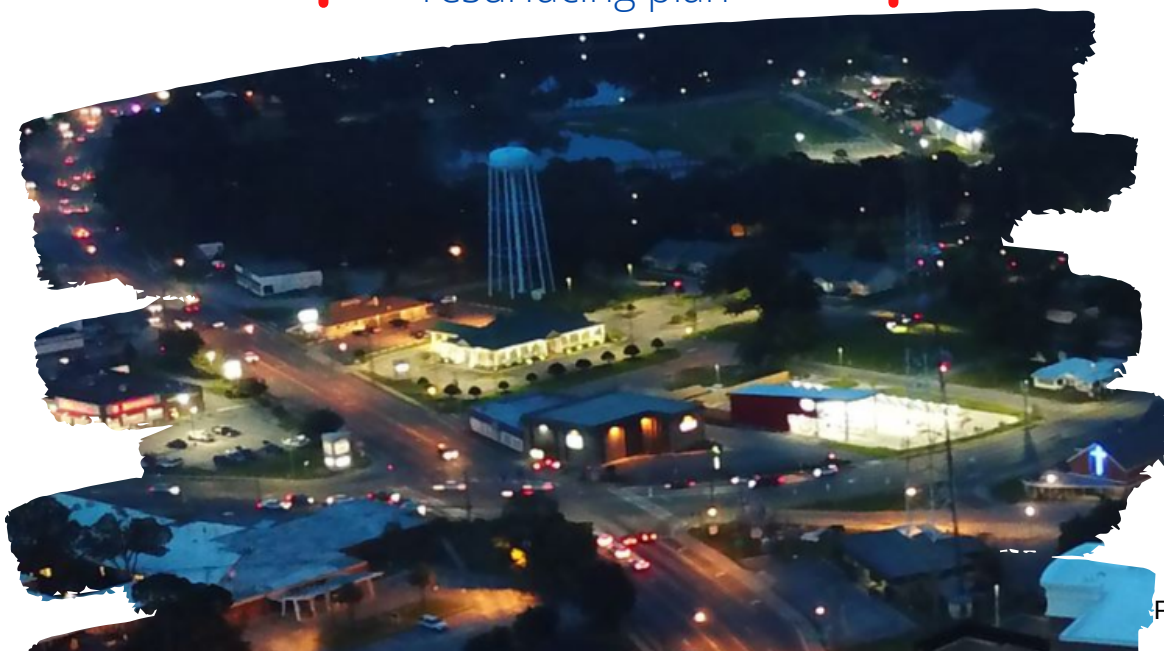
Develop long-term mobility plan

Adopt downtown plan

Adopt mobility/ resurfacing plan

Develop long-term mitigation strategies

Develop interconnectivity plan in LDC



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Mobility

Goal: Provide safe ,efficient, and accessible means for mobility.

.....

Strategies

Support multi-modal alternatives

Comply with requirements

Strengthen public education

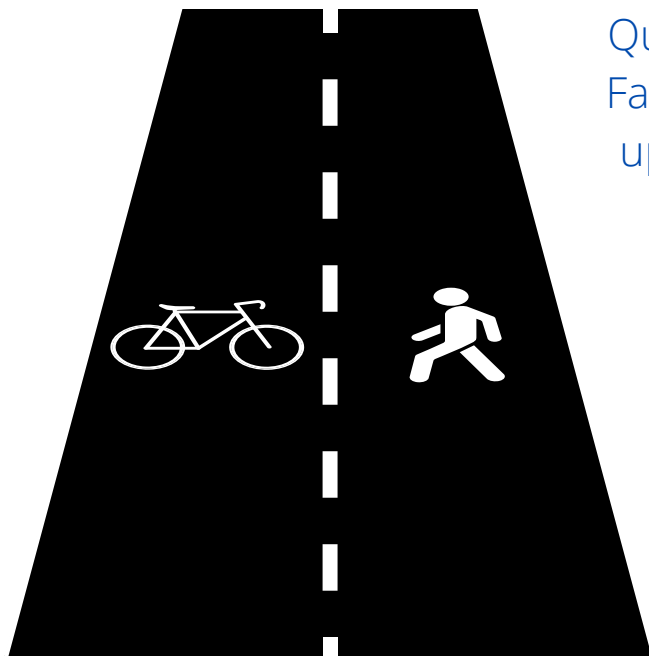
Provide updates via Podcast

Quarterly Facebook updates

Strengthen inter-government relationships

Hold two transportation taskforce meetings

Evaluate mobility fee



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Opportunity

Goal: Provide an environment that encourages economic and educational opportunity.

Strategies

**Improve
processes for
new business
development**

Launch business
navigator
website

**Advertise
Crestview's
advantages**

Utilize podcast

Develop
marketing flyer

**Educate
potential
entrepreneurs
and
developers**

Partner with the
Chamber of
Commerce for a
small business
summit



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Opportunity

Goal: Provide an environment that encourages economic and educational opportunity

.....

Strategies

**Determine
desired
industries**

Adopt
downtown plan

**Increase
educational
programs**

ESOL

French Class

Enviromental
Center

**Develop
partnerships
for business
growth**

Chamber of
Commerce
Partnership

**Develop
access
points**

Fairview Center
tech.
advancements

Library upgrades

Increased Civic
Communications

STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Play

Goal: Expand recreational and entertainment activities within the City

.....

Strategies

Evaluate and prioritize community desires.

Develop and launch a citizen engagement survey.

Evaluate options unique to Crestview

Re-create "Old Spanish Trail Festival"

Evaluate internal and external partnerships

Develop recreation sponsorship packet

Evaluate existing facilities and programs.

Complete facility assessment study.

Develop evaluation/ feedback survey.

Develop events sponsorship packet

Evaluate process for naming roads/facilities



STRATEGIC FOCUS- QUALITY OF LIFE GOALS AND OBJECTIVES



Community Culture

Goal: Develop a specific identity for Crestview

Strategies

Develop programs that promote public participation and city pride

Keep Crestview Beautiful Initiative
Flashlight Walk
Cultural Services Division

Create a community campaign

Marketing strategy

Develop marketing strategy

Identify public interest

Hold public meetings

Develop public engagement survey

Participate in Citizen Advisory Council meetings



Participants

● City Council

Mayor J.B. Whitten

Mayor Pro Tem Shannon Hayes

City Clerk Elizabeth Roy

Council Member Joe Blocker

Council Member Cynthia Brown

Council Member Harry LeBoeuf

Council Member Andrew Rencich

● Staff

Tim Bolduc, City Manager

Barry Henderson, Community Development Services Director

Anthony Holland, Fire Chief

Jessica Leavins, Administrative Services Director

Stephen McCosker, Police Chief

Chuck Powell, Community Recreation and Enrichment Services Director

Wayne Steele, Public Services Director

Gina Toussaint, Financial Services Director



Staff Report

CITY COUNCIL MEETING DATE: February 14, 2022

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 2/10/2022
SUBJECT: Financial Update - City Manager

BACKGROUND:

This is a presentation of the monthly financial statements as required by City Charter as well as the quarterly cash carryforward schedule at December 31, 2021.

DISCUSSION:

Attached are the Schedules of Revenues & Expenditures for the month and year to date ending December 31, 2021 and the cash carryforward schedule (Fund Balance) at December 31, 2021.

During our review of the Schedule of Revenues & Expenditures, certain variations were noted for which explanations have been provided below:

Unaudited Schedule of Revenues & Expenditures at December 31, 2021:

Please note that most funds include a budget amount in a revenue account titled "Other Sources". This includes cash carryforward from the previous year. Therefore, the percent of budget will typically reflect a low percentage.

General Fund:

- Taxes Revenues: The largest percentage of this revenue item is Ad Valorem Taxes. The majority of collections are in December - March.
- General and Administrative Expenditures: The largest expenditures in this division are debt service payments, which will be disbursed later in the fiscal year.
- Athletics and Recreation Expenditures: Includes expenditures for the Blackwater Golf Club project, specifically, the Mammoth Sports Complex final invoice.

Capital Improvements Fund:

- Other Financial Assistance: American Rescue Plan Act (ARPA), collections will be near the fiscal year end.

Utility Fund:

- **Impact Fees:** The majority of fees collected are attributed to the residential impact fees incurred by the Iron Horse Townhome development.
- **Other Financial Assistance:** American Rescue Plan Act (ARPA), collections will be near the fiscal year end.
- **General and Administrative Expenditures:** The largest expenditures in this division are debt service payments, which will be disbursed later in the fiscal year.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The attached provides unaudited revenue and expenditure information at December 31, 2021.

RECOMMENDED ACTION

No action is required for this item.

Attachments

1. Monthly Financial Report Month Ended December 2021
2. Cash Carryforward December 31, 2021



CITY OF CRESTVIEW, FLORIDA
MONTHLY FINANCIAL REPORT
December 31, 2021



CITY OF CRESTVIEW
Monthly Financial Report
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GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Taxes*	\$ 13,444,486	\$ 13,444,486	\$ 1,249,320	\$ 2,233,326	16.61%
Permits, Fees, Special Assessments	1,545,500	1,545,500	141,011	485,731	31.43%
Intergovernmental Revenue	7,477,532	7,477,532	629,363	1,981,021	26.49%
Charges for Services	240,500	240,500	35,071	108,023	44.92%
Judgments, Fines & Forfeites	310,000	310,000	22,813	70,762	22.83%
Miscellaneous Revenues	251,300	251,300	47,193	135,899	54.08%
Other Sources	4,039,890	4,039,890	-	-	0.00%
Total Revenues	\$ 27,309,208	\$ 27,309,208	\$ 2,124,771	\$ 5,014,762	18.36%
Expenditures					
Mayor	\$ 107,309	\$ 103,410	\$ 8,993	\$ 25,971	25.11%
City Clerk	164,753	165,228	21,544	49,919	30.21%
General & Administrative**	2,933,746	2,928,170	257,468	380,074	12.98%
Administration:					
City Manager	296,045	296,045	26,551	70,883	23.94%
Human Resources	336,085	336,085	29,287	77,850	23.16%
Information Technology	698,722	698,722	41,132	111,163	15.91%
Public Information Officer	141,826	142,826	14,137	35,809	25.07%
Finance	592,547	596,547	54,272	138,151	23.16%
Public Works Administration	339,868	339,868	19,889	38,732	11.40%
Maintenance	311,842	311,842	21,135	60,331	19.35%
Police	6,012,840	6,012,840	448,052	1,208,104	20.09%
Fire	4,820,689	4,820,689	430,831	1,110,727	23.04%
Fire Department - Dispatch	1,096,433	1,096,433	94,564	258,447	23.57%
Recreation & Enrichment Services:					
Administration	203,537	203,537	17,750	47,771	23.47%
Athletics & Recreation***	788,869	788,869	191,212	914,822	115.97%
Library	803,352	803,352	60,629	164,619	20.49%
Special Events & Programs	137,825	137,825	9,899	27,218	19.75%
Cultural Services	71,567	70,567	5,995	15,442	21.88%
1/2 Cent Sales Tax	2,921,908	2,921,908	-	114,332	3.91%
Streets	2,326,968	2,326,968	105,268	340,220	14.62%
Code Enforcement	137,744	137,744	7,869	18,143	13.17%
Planning & Zoning	828,692	833,692	77,174	164,912	19.78%
Building & Facility Maintenance	1,236,041	1,236,041	73,153	237,353	19.20%
Total Expenditures	\$ 27,309,208	\$ 27,309,208	\$ 2,016,804	\$ 5,610,993	20.55%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

**Most of ad valorem revenues are collected between the months of December-March.*

***Largest expenditures in this division are debt service payments, which will be disbursed later in the fiscal year.*

****Includes expenditures for the Blackwater Project, specifically, the Mammoth Sports Complex final invoice.*

SPECIAL REVENUE FUND
BUILDING AND PERMITTING
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Building Permits	\$ 579,430	\$ 579,430	\$ 52,621	\$ 179,830	31.04%
Other Sources	163,898	163,898	-	-	0.00%
Total Revenues	\$ 743,328	\$ 743,328	\$ 52,621	\$ 179,830	24.19%
Expenditures					
Personnel Cost	\$ 453,734	\$ 453,734	\$ 2,166	\$ 72,910	16.07%
Operating Expenses	289,594	289,594	5,072	21,299	7.35%
Total Expenditures	\$ 743,328	\$ 743,328	\$ 7,238	\$ 94,209	12.67%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

Note: The Special Revenue Funds: Escrow and Law Enforcement Trust not listed due to little or no activity.

**SPECIAL REVENUE FUND
COMMUNITY REDEVELOPMENT AGENCY
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
December 31, 2021**

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Intergovernmental Revenue	\$ 339,555	\$ 339,555	\$ -	\$ -	0.00%
Miscellaneous	3,000	3,000	92	767	25.56%
Other Sources	994,072	994,072	162,395	162,395	16.34%
Total Revenues	\$ 1,336,627	\$ 1,336,627	\$ 162,487	\$ 163,162	12.21%
Expenditures					
Contractual Services	\$ 476,000	\$ 476,000	\$ 25,000	\$ 36,904	7.75%
Operating Supplies	9,650	9,650	871	3,869	40.09%
Advertising	19,500	19,500	-	-	0.00%
Dues & Subscriptions*	1,500	1,500	-	1,417	94.47%
Training	1,000	1,000	-	-	0.00%
Improvements	507,977	507,977	-	993	0.20%
Interfund Transfer	19,000	19,000	-	-	0.00%
Equipment	2,000	2,000	-	-	0.00%
Awning Improvement Grant	300,000	300,000	22,877	22,877	7.63%
Total Expenditures	\$ 1,336,627	\$ 1,336,627	\$ 48,748	\$ 66,060	4.94%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

**Annual subscriptions renewed.*

CAPITAL IMPROVEMENTS FUND
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Other Financial Assistance*	\$ 2,223,384	\$ 2,223,384	\$ -	\$ -	0.00%
Other Sources	9,443,705	9,443,705	-	-	0.00%
Total Revenues	\$ 11,667,089	\$ 11,667,089	\$ -	\$ -	0.00%
Expenditures					
General & Administrative	\$ 150,809	\$ 150,809	\$ 28,247	\$ 28,947	19.19%
Public Safety	1,307,996	1,307,996	2,300	2,300	0.17%
Physical Environment	8,812,884	8,812,884	25,080	44,250	0.50%
Transportation	1,395,400	1,395,400	2,076	2,076	0.14%
Total Expenditures	\$ 11,667,089	\$ 11,667,089	\$ 57,703	\$ 77,573	0.66%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

**ARPA (American Rescue Plan Act) collections will be near the fiscal year end.*

UTILITY FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Impact Fees*	\$ 430,000	\$ 430,000	\$ 113,900	\$ 385,900	89.74%
Other Financial Assistance**	1,408,271	1,408,271	-	-	0.00%
Charges for Services	8,173,687	8,173,687	673,662	2,087,611	25.54%
Miscellaneous Revenue	20,000	20,000	1,532	4,987	24.94%
Other Sources	777,961	777,961	-	-	0.00%
Total Revenues	\$ 10,809,919	\$ 10,809,919	\$ 789,094	\$ 2,478,498	22.93%
Expenditures					
General & Administrative***	\$ 5,217,175	\$ 5,217,175	\$ 315,777	\$ 339,844	6.51%
Public Works Administration	747,080	747,080	54,094	155,434	20.81%
Finance - Utility Office	468,829	468,829	34,390	110,679	23.61%
Water	1,840,149	1,840,149	266,130	475,469	25.84%
Sewer	1,322,187	1,322,187	111,010	296,382	22.42%
Wastewater	1,214,499	1,214,499	9,500	284,208	23.40%
Total Expenditures	\$ 10,809,919	\$ 10,809,919	\$ 790,901	\$ 1,662,016	15.37%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

**Majority of fees collected are attributed to the residential impact fees incurred by the Iron Horse Townhome development.*

***ARPA (American Rescue Plan Act) collections will be near the fiscal year end.*

****Largest expenditures in this division are debt service payments which will be disbursed later in the year.*

SANITATION FUND
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Garbage Fees	\$ 4,000,000	\$ 4,000,000	\$ 334,503	\$ 1,004,514	25.11%
Penalties	55,000	55,000	2,259	13,399	24.36%
Franchise Fees	208,000	208,000	20,536	58,128	27.95%
Total Revenues	\$ 4,263,000	\$ 4,263,000	\$ 357,298	\$ 1,076,041	25.24%
Expenditures					
Garbage/Solid Waste	\$ 4,263,000	\$ 4,263,000	\$ 344,915	\$ 948,074	22.24%
Total Expenditures	\$ 4,263,000	\$ 4,263,000	\$ 344,915	\$ 948,074	22.24%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

STORMWATER FUND
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
December 31, 2021

	Annual Budget	Amended Annual Budget	Current Month Total	Year to Date FY 2022 Total	Percent of Budget
Revenues					
Stormwater Fees	\$ 395,100	\$ 395,100	\$ 32,920	\$ 98,830	25.01%
Other Financial Assistance	238,162	238,162	-	-	0.00%
Total Revenues	\$ 633,262	\$ 633,262	\$ 32,920	\$ 98,830	15.61%
Expenditures					
Personnel Cost	\$ 291,325	\$ 291,325	\$ 19,373	\$ 52,921	18.17%
Operating Cost	341,937	341,937	8,517	18,282	5.35%
Total Expenditures	\$ 633,262	\$ 633,262	\$ 27,890	\$ 71,203	11.24%

Note: This report reflects the revenues collected and expended in the month of December and year ending December 31, 2021 and what percent of the annual budget that has been collected and expended. All revenue and expenditure amounts are unaudited.

Fund Balance (Cash) December 31, 2021

	General Fund	Building & Permitting Special Revenue	CDBG	Debt Service Fund	Capital Improvements	Utility Fund	Sanitation Fund	Storm Water	LETF Fund	Escrow Fund	CRA Fund	Investment Fund	Total
Pooled Cash as of 12/31/2021													
TOTAL POOLED CASH AT 12/31/2021	\$ 16,753,432	\$ 1,146,498	\$ (86,509)	\$ 59,296	\$ (47,025)	\$ 10,329,247	\$ 3,178,245	\$ 102,230	\$ 2,205	\$ 2,913	\$ 91,261	\$ -	\$ 31,531,793
Restricted Balances:													
Discretionary Sales Tax (1/2 Cent)	2,492,745												2,492,745
Traffic Impact Fees	210,613												210,613
Customer Deposits--Facility Rentals	40,115												40,115
Reserved by Council (Gulf Power)	433,434												433,434
Fire Department Reserve													-
FD Educational Monies (in 2021 Budget)													-
Parks Reserve	65,000												65,000
Recreational Fees	96,567												96,567
Tree Replacement	6,600												6,600
Magnolia Creek Funding Commitment	41,000												41,000
Public Safety Impact Fees - Residential	52,600												52,600
Public Safety Impact Fees - Commercial													-
Debt Service													-
Public Impact Fees				48,020									48,020
Impact Fees - Water						1,343,771							1,343,771
Impact Fees - Sewer						260,900							
Annual Sewer Impact Fees						24,010							24,010
State Revolving Fund						78,329							78,329
RRI Fund--15/16 W&S Bonds						250,000							250,000
Customer Deposits--Utility Billing						846,309							846,309
Reserve Policy Funding	5,321,775	600,000				1,500,000							7,421,775
Replacement and Renewal						500,000	2,628,120						3,128,120
Total Restricted Balances	\$ 8,760,449	\$ 600,000	\$ -	\$ 48,020	\$ -	\$ 4,803,319	\$ 2,628,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,579,008
Unrestricted Operating as of 12/31/2021	\$ 7,992,983	\$ 546,498	\$ (86,509)	\$ 11,276	\$ (47,025)	\$ 5,525,928	\$ 550,125	\$ 102,230	\$ 2,205	\$ 2,913	\$ 91,261	\$ -	\$ 14,691,885

Fund Balance (Cash) December 31, 2021 (Continued)

	General Fund	Building & Permitting Special Revenue	CDBG	Debt Service Fund	Capital Improvements	Utility Fund	Sanitation Fund	Storm Water	LETF Fund	Escrow Fund	CRA Fund	Investment Fund	Total
Other Cash Accounts as of 12/31/2021													
Unrestricted:													
Red Light Camera	66,979												66,979
General Fund SBA												658,557	658,557
Utility Fund SBA												99,549	99,549
Money Market Account											898,698		898,698
Unrestricted Balance	\$ 66,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898,698	\$ 758,106	\$ 1,723,782
Restricted:													
Reserve				141,056									141,056
Sinking	683,766			155,746		204,636							1,044,148
Federal Forfeitures									288				288
Flex	36,968												36,968
Utility Fund Customer Deposits												260,265	260,265
Escrow Fund (Library Donor)										53,125			53,125
Total Restricted Balances	\$ 720,734	\$ -	\$ -	\$ 296,802	\$ -	\$ 204,636	\$ -	\$ -	\$ 288	\$ 53,125	\$ -	\$ 260,265	\$ 1,535,851
TOTAL OTHER CASH AT 12/31/2021	\$ 787,713	\$ -	\$ -	\$ 296,802	\$ -	\$ 204,636	\$ -	\$ -	\$ 288	\$ 53,125	\$ 898,698	\$ 1,018,371	\$ 3,259,633
TOTAL CASH AT 12/31/2021	\$ 17,541,145	\$ 1,146,498	\$ (86,509)	\$ 356,098	\$ (47,025)	\$ 10,533,883	\$ 3,178,245	\$ 102,230	\$ 2,493	\$ 56,038	\$ 989,959	\$ 1,018,371	\$ 34,791,426
Unrestricted Cash as of 12/31/2021	\$ 8,059,962	\$ 546,498	\$ (86,509)	\$ 11,276	\$ (47,025)	\$ 5,525,928	\$ 550,125	\$ 102,230	\$ 2,205	\$ 2,913	\$ 989,959	\$ 758,106	\$ 16,415,667

Fund Balance (Cash) December 31, 2021 (Continued)

	General Fund	Building & Permitting Special Revenue	CDBG	Debt Service Fund	Capital Improvements	Utility Fund	Sanitation Fund	Storm Water	LETIFund	Escrow Fund	CRA Fund	Investment Fund	Total
Fund Balance (Cash) Projections for 12/31/2021													
Unrestricted Cash as of 12/31/2021	\$ 8,059,962	\$ 546,498	\$ (86,509)	\$ 11,276	\$ (47,025)	\$ 5,525,928	\$ 550,125	\$ 102,230	\$ 2,205	\$ 2,913	\$ 989,959	\$ 758,106	\$ 16,415,668
Other Projected Expenditures													
Hospital Drive	(997,000)												(997,000)
Parking Lot	(80,226)												(80,226)
Golf Course Management & Repairs	(341,149)												(341,149)
Elevated Water Tank						(1,914,336)							(1,914,336)
WWTP Emergency Repair						(305,000)							(305,000)
Biosolids Handling						(5,011,050)							
Other Projected Funding Sources													
Bonds Series 2022	\$ 2,522,550												-
Property purchase for sewer expansion - 1/2 sales tax						495,000							495,000
ARPA						1,936,085							1,936,085
EST. UNRE. FUND BALANCE (CASH) AT 12/31/2021	\$ 9,164,137	\$ 546,498	\$ (86,509)	\$ 11,276	\$ (47,025)	\$ 726,627	\$ 550,125	\$ 102,230	\$ 2,205	\$ 2,913	\$ 989,959	\$ 758,106	\$ 12,720,542
Unrestricted Fund Balance (Cash)	\$ 9,164,137	\$ 546,498	\$ (86,509)	\$ 11,276	\$ (47,025)	\$ 726,627	\$ 550,125	\$ 102,230	\$ 2,205	\$ 2,913	\$ 989,959	\$ 758,106	\$ 12,720,542
Unused CARES Money included in unrestricted cash	\$ 1,807,864												\$1,807,864