

City Council Minutes
January 22, 2024
6:00 p.m.
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 Andrew Rencich, Council members: Doug Capps, Cynthia Brown, Joe Blocker, and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Jason Allen of Woodlawn Baptist Church

The Invocation was led by Pastor Jason Allen of Woodlawn Baptist Church, and the Pledge of Allegiance was led by Pop Warner Hub City Bulldog cheerleaders.

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced a quorum was present and went over the rules and procedures.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Ryan Bullard to approve the agenda, as presented.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

5. Presentations and Reports

5.1. National Champion Cheerleaders

Mayor JB Whitten introduced the national champion cheerleaders, Pop Warner Hub City Bulldogs, and presented a certificate to the team. He mentioned they won three national titles in several events in Orlando where 540 teams competed.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Joe Blocker to approve the agenda, as presented.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6.1. Approval of City Council Regular Meeting Minutes of January 8, 2024

6.2. Approval of City Council Special Meeting Minutes of January 8, 2024

7. Public Hearings / Ordinances on Second Reading

7.1. Ord. 1959 - Crosson Street Comprehensive Plan Amendment

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1959, Crosson Street Comprehensive Plan to the City Council. He stated the property is located within city limits. The request is for Mixed-Use (MU) future land use designation.

He then asked the City Clerk to read the ordinance by title.

City Clerk Maryanne Schrader read the Ordinance by Title: 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 Commercial (C) to Mixed-Use (MU) on Approximately 8.04 Acres, More or Less, In Section 29, 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.

Mayor JB Whitten called for comment from the Council and from the public. In hearing none, he called for action.

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro-Tem Andrew Rencich to approve Ordinance 1959 on 2nd reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

7.2. Ord. 1960 - Crosson Street Rezoning

City Attorney Jonathan Holloway swore in CDS Planning Administrator Nicholas Schwendt for the quasi-judicial segments of the meeting.

CDS Planning Administrator N. Schwendt presented Ordinance 1960 - Crosson Street Rezoning to the City Council stating the details are the same as in Ordinance 1959. He asked that the staff report be entered into the record. On November 14, 2023, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at the end of Medcrest Drive. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Commercial (C) and Commercial High-Intensity District (C-2), 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 2, 2024, and it was approved on first reading by the City Council on January 8, 2024. The property description is as follows: Property Owner: JH2 Investments LLC; 4395 Bahia Lane; Destin, Florida 32541; Parcel ID: 29-3N-23-0000-0025-016H; Site Size: 8.04 acres; Current FLU: Commercial (C); Current Zoning: Commercial High-Intensity District (C-2); Current Land Use: Vacant. The following table provides the surrounding land use designations, zoning

districts, and existing uses. Direction: North; FLU: Okaloosa County Agriculture; Zoning: Okaloosa County Agricultural; Existing Use: Timberland. Direction: East; FLU: Commercial (C); Zoning: Commercial High-Intensity District (C-2); Existing Use: Vacant & Commercial. South; FLU: Commercial (C); Zoning: Commercial High-Intensity District (C-2); Existing Use: Vacant. Direction: West; FLU: Commercial (C); Zoning: Commercial High-Intensity District (C-2); Existing Use: 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 may be developed for residential or low-intensity commercial 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 December 12, 2023. An advertisement ran in the Crestview News Bulletin on December 21, 2023.

He asked the City Clerk to read the ordinance by title.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 8.04 Acres, More or Less, of Real Property, Located In Section 29, Township 3 North, Range 23 West, From the Commercial High-Intensity District (C-2) Zoning District to the Mixed-Use (MU) 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.

Mayor JB Whitten called for comment from the Council and from the public. In hearing none, he called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Ryan Bullard to approve Ordinance 1960 on 2nd reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

7.3. Ord. 1961 - LDC Amendment

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1961 - LDC Amendment to the City Council explaining that amendments were necessary to be made to the Code, as it has been almost 18 months since the last overall update. He then asked the City Clerk to read the ordinance by title.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For the Amendment of Portions of Chapters Three, Five, Six, Seven, Eight, and Nine 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 JB Whitten called for comment from the Council and from the public. In hearing none, he called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Joe Blocker to approve Ordinance 1961 on 2nd reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

8. Ordinances on First Reading

9. Resolutions

10. Action Items

10.1. Public Hearing for the CDBG CAPER Report

Mayor JB Whitten opened the Public Hearing for the CDBG CAPER report.

CDS Planning Administrator Nicholas Schwendt mentioned the city is considered an "entitlement community". As a condition of being an entitlement community, the city is required to perform annual evaluations of its CDBG program through the completion of a Consolidated Annual Performance and Evaluation Report (CAPER). He went over the funds and allocations for programs stating this is an end of season report. The action plan was approved on August 8, 2022.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve the 2022/2023 Community Development Block Grant CAPER report.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

Mayor JB Whitten announced the grand opening of the Crestview Resource Center is scheduled February 3rd.

In response to the mayor's question regarding tracking spending, City Manager T. Bolduc said we are using the full amount of the grant. He added Nick and Crista have spent an enormous amount of time on the administration of the grant.

Mr. Sylvester Echols came forward and thanked the Council for their support of the Resource Center.

10.2. United Way Lease - 290 Martin Luther King Jr. Ave.

Administrative Services Director Jessica Leavins explained we acquired the property in 1993 and is currently leased and utilized by the United Way. The lease covers a

ten-year period at a rate of one dollar annually.

City Manager T. Bolduc mentioned he had received a question on sub-leasing and explained non-profits could lease to other non-profits. City Attorney J. Holloway added they could sublease to other non-profits and share utilities, but they would need approval to lease to a for-profit organization.

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Cynthia Brown to approve the United Way to lease the building located at 290 Martin Luther King, Jr. Avenue.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.3. CivicPlus Renewal

Administrative Services Director Jessica Leavins stated since 2015, we have had CivicPlus provide the City with several services, including website hosting. The contract is for a one-year renewal with an additional one-year term.

Mayor JB Whitten called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Ryan Bullard to approve the renewal of the Civic Clerk contract.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.4. City Council Committee Appointment and Council Volunteer Appointment Update

CDS Planning Administrator Nicholas Schwendt went over the committee appointments and volunteer Council appointments. He briefed the City Council on the findings in his research and went over the statutory requirements and different Board options, as well as the current terms. He requested direction in establishing Boards at a specific time, and the need for a provision to appoint for vacant seats by fulfilling the remaining terms. He mentioned the retirement Boards have a more complicated process, as the Ordinance would have to be reviewed by the Board administrator's legal team. Regarding the Citizen Advisory Committee, the mayor has oversight. He requested consensus and direction in including the retirement Boards and consideration of term limits for the Citizen Advisory Council, as well as whether the appointment should be changed to March 1st.

Discussion ensued on the terms, annual review time, staggering terms for the Board, fulfilling remaining terms caused by vacancies, as well as automatic re-appointment. Continuity was also discussed as being important for certain Boards, such as the TDC.

City Manager T. Bolduc stated he appreciated Nick's detailed work. Regarding the CAC, we may want to set expiration dates and appointments similar to the other

Boards. He would like to steer away from automatic re-appointments. He added it would be beneficial for the review to be the second meeting in February to appoint in March.

Councilmember C. Brown said Nick provided a great summary and asked if Form 6 was required for all Boards. City Attorney J. Holloway replied that the CRA was the only Board required to submit Form 6.

Discussion ensued on appointing the Mayor Pro-Tem in April or move it to the first swearing-in ceremony in November or December after the election, however the Charter language specifies April. The consensus was to provide that the appointments are reviewed in March and to set the term to begin in April.

Discussion ensued on the Council volunteer appointments and having the City Clerk provide information on each of the appointments and terms of each Board.

In conclusion, City Manager T. Bolduc stated Nick will draft an ordinance for the April term to present to the Council. For the Council volunteer appointments, the City Clerk will provide information on the appointments for review by the first meeting in December and suggested that the appointments be effective in January.

11. City Clerk Report

City Clerk Maryanne Schrader reminded the City Council that the evaluation forms for the City Manager are on the dais stating the digital version will be sent, as well. Jessica asked that they be returned by January 31st.

12. City Manager Report

12.1. Financial Update - Finance Director

City Manager T. Bolduc brought up the impact fees stating we were waiting on the County to complete the study; however, he would like to discuss the handling of impact fees with the Council. He asked whether it should be set up as a workshop or as an agenda item.

Discussion ensued on the cost of a consultant, fee structure, managing in-house or hiring a consultant. The City Council agreed that a workshop is preferable, and City Manager T. Bolduc said he will set the workshop up prior to a City Council meeting.

Finance Director Gina Toussaint provided the October financials. She mentioned the November and December check listing is also on the website.

12.2. Strategic Plan Quarterly Review

City Manager Tim Bolduc asked Administrative Services Director J. Leavins to come forward to explain the strategic plan software.

Administrative Director J. Leavins demonstrated the public side of our website displaying ease of use on the monitors. She went over the non-audited numbers that

are gleaned from the budget. Clear Gov will allow us to drill down as we move forward. She went over the "Choose to View" goals. She went over blight removal statistics, communication tools, infrastructure, pay statistics, new building and facilities, and grant information.

City Manager Tim Bolduc added that this allows for transparency in the budget allocation.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember D. Capps announced the TDC is meeting tomorrow stating the County is investing in 412 acres and the Welcome Center is on the agenda. In response to the parking issue at the Tourism Center from Mayor Whitten, Councilmember D. Capps replied that the parking is a concern and will bring the issue back up again. He added there is wetlands behind to consider.

Councilmember C. Brown asked about the property acquisition and asked about the study for the Future Land Use on the Air Force Base mentioning there are no dates listed for public input yet. City Manager T. Bolduc replied we are poised to cooperate with the Base. They are looking at everything north of the river and planning a long-term study for the future growth which will determine how smart growth will occur to the north end of the county relating to density. The goal is to protect our rivers. We could use the County's help to not allow urban sprawl specifically in the unincorporated areas.

Councilmember Joe Blocker requested the street striping schedule, and City Manager T. Bolduc said we do have a schedule for the contractor but will look at the areas of concern.

Mayor JB Whitten announced he will do a presentation at the library on the history of the elections at 2 p.m. this Saturday. He added that next week, the city manager and he are going to Tallahassee to speak to the legislators on several bills.

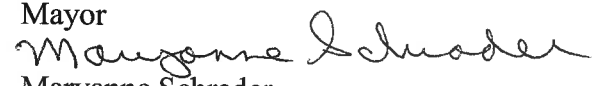
14. Comments from the Audience

Mayor JB Whitten called for comment from the public. No one came forward.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:23 p.m.

Minutes approved this 12th day of February 2024.


JB Whitten
Mayor

Maryanne Schrader
City Clerk
Proper Notice having been duly given

