



CITY of CRESTVIEW

COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA
MAY 12, 2025
5:30 P.M.
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.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
 - 5.1. Downtown banners
- 6. Consent Agenda**
 - 6.1. Approval of the Regular Meeting Minutes of February 10, 2025
 - 6.2. Approval of the Special Meeting Minutes of April 28, 2025
- 7. Action Items**
- 8. CRA Director Report**
- 9. City Manager / CRA Administrator Report**
- 10. Comments from the Board**
- 11. Comments from the Audience**
- 12. Adjournment**

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 Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting.



Staff Report

CRA MEETING DATE: May 12, 2025

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Interim City Manager, Barry Henderson, Development Services Director
DATE: 5/8/2025
SUBJECT: Downtown banners

BACKGROUND:

In October 2024, the City of Crestview entered into a contract with The Lighting Company to provide service and decor for the CRA district such as a seasonal banner and Christmas decorations.

DISCUSSION:

Staff will present options for downtown banners. These banners hang from the light poles down main street and will be alternated with our existing veteran focused banners.

GOALS & OBJECTIVES

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

To revitalize the district capitalizing on current resources and recognized opportunities

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

To provide infrastructure for current and future needs

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

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

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

Enhance the Aesthetics of the District

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

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

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

Connectivity

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

FINANCIAL IMPACT

There is no additional cost associated with this presentation.

RECOMMENDED ACTION

n/a

Attachments

None



Staff Report

CRA MEETING DATE: May 12, 2025

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: City Clerk
DATE: 2/19/2025
SUBJECT: Approval of the Regular Meeting Minutes of February 10, 2025

BACKGROUND:

This is a routine approval of past minutes.

DISCUSSION:

The draft minutes were distributed prior to the meeting.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Regular Meeting Minutes of February 10, 2025.

Attachments

1. 05122025 Community Redevelopment Agency Minutes Draft

Community Development Agency Minutes- DRAFT
February 10, 2025
5:00 p.m.
Council Chambers

1. Call to Order

The regular meeting of the Crestview CRA was called to order at 5:00 p.m. by Chair Sherri Cox. Members present: Doug Capps, Shannon Hayes, Dusty Allison, Emily Daley, and Traci Medlock. Also, present were City Manager Tim Bolduc, Deputy City Manager Jessica Leavins, Deputy City Clerk Natasha Peacock, CRA Director, City Attorney Jonathan Holloway and staff members.

2. Pledge of Allegiance

City Manager, Mr. Bolduc, led the Pledge of Allegiance.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chair Sherri Cox called for action.

Motion made by Board member S. Hayes and seconded by Board member D. Capps to approve the Agenda.

Roll Call: Ayes: Doug Capps, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

5. Presentations and Reports

5.1. Presentation to Nathan Boyles

Board member D. Capps presented Mr. Nathan Boyles, former chair of the CRA Board, with a plaque to commemorate his time serving on the Board.

6. Consent Agenda

6.1. Approval of the Regular Meeting Minutes of September 9, 2024

Chair S. Cox called for action.

Motion by Board member D. Capps and seconded by Board member S. Hayes to approve the consent agenda, as presented.

Roll Call: Ayes: Doug Capps, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

7. Action Items

7.1. Selection of the Vice Chair

City Manager Tim Bolduc explained the need to have a Vice Chair for the CRA Board and recommended that the person selected for the City Council as Mayor Pro-Tem serve as Chair for the CRA Board, since it rotates each year.

Motion by Board member D. Capps and seconded by Board member S. Hayes to approve staff's recommendation to appoint the Vice Chair of the CRA Board to who serves as the Mayor Pro-Tem.

Roll Call: Ayes: Doug Capps, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

8. CRA Director Report

9. City Manager / CRA Administrator Report

City Manager Tim Bolduc informed the Board that the Main Street project on the north end is almost complete. We will be starting soon on the south part of Main Street. He also stated that they will be turning Courtyard Terrace into a one-way street and adding a park in that area.

Mr. Bolduc enthusiastically stated that he is working on bringing the Science Center of Fort Walton Beach to open a location on Main Street. He added that the CRA Director position would be handled by Community Development Services (CDS) for the administrative portion of the CRA.

10. Comments from the Board

The Board members gave positive feedback about the recent Mardi Gras parade and Food Truck Friday that was held recently.

Board member S. Hayes noted that bringing the Science Center would be a great thing for the City.

Board member D. Allison interjected that it would bring exposure to the City and offer a teaching space for those in homeschool , as well as for field trips.

Chair Ms. Cox gave kudos for the Mardi Gras parade and that the Science Center is a good idea.

11. Comments from the Audience

Chair S. Cox asked for comments from the Public. There were none.

12. Adjournment

Chair S. Cox adjourned the meeting at 5:25 p.m.

Minutes approved this __ day of __, 2025.

Sherri Cox, Chair

Submitted by,

Natasha Peacock, Deputy City Clerk
For Maryanne Girard, City Clerk
Proper Notice having been duly given



Staff Report

CRA MEETING DATE: May 12, 2025

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: City Clerk
DATE: 5/5/2025
SUBJECT: Approval of the Special Meeting Minutes of April 28, 2025

BACKGROUND:

This is a routine approval of past minutes.

DISCUSSION:

The draft minutes were distributed prior to the meeting.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Special Meeting Minutes of April 28, 2025.

Attachments

1. 04282025 CRA Special Meeting Minutes Draft

**Community Redevelopment Agency
Minutes - DRAFT
April 28, 2025
5:30 p.m.
Council Chambers**

1. Call to Order

The Regular Meeting of the Crestview CRA was called to order at 5:30 p.m. Vice-Chair Doug Capps. Members present: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. Also present: Deputy City Manager Jessica Leavins, City Clerk Maryanne Girard, CDS Director Barry Henderson, City Attorney Jonathan Holloway, and staff members. Chair Sherri Cox, Board members Brandon Frost and Emily Daley were excused.

2. Pledge of Allegiance

Pledge of Allegiance was led by Vice-Chair Doug Capps.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Vice-Chair Doug Capps called for action.

Motion by Board member Ryan Bullard and seconded by Board member Shannon Hayes to approve the agenda, as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. All ayes. Motion carried.

5. Action Items

5.1. Arts and Education Center

Deputy City Manager Jessica Leavins stated this lease will direct how the CRA will cover the utilities, which are expected to be about \$14,000 per year. This is an estimate, as there is a substantial difference in use at the building located at 189 N. Main Street.

Vice-Chair Doug Capps called for action.

Motion by Board member Dusty Allison and seconded by Board member Shannon Hayes to approve the expenditure of funds for the downtown arts and learning center and the corresponding budget transfer.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. All ayes. Motion carried.

5.2. Main Street Association Agreement

Deputy City Manager Jessica Leavins stated this is for the annual renewal. The agreement includes payment of \$10,000.00 from the CRA to the Main Street Association and will include marketing and promotion.

Board member Traci Spencer-Medlock stated she is the president of the association,

but she has no vested interest.

City Attorney J. Holloway explained that since Ms. Medlock does not receive direct financial benefit, she can vote on the agreement.

Board member R. Bullard expressed concern about the contributions and would like the money shifted toward special projects.

City Attorney J. Holloway explained Main Street is receiving administrative support from Main Street Crestview with the contribution for events that the city is not staffed to do.

Vice-Chair D. Capps called for action.

Motion by Board member Dusty Allison and seconded by Board member Shannon Hayes to approve the Main Street Agreement.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. All ayes. Motion carried.

6. Comments from the Board

Vice Chair D. Capps called for comment from the Board.

7. Comments from the Audience

Vice Chair D. Capps called for comment from the public. In hearing none, he called for adjournment.

8. Adjournment

The meeting was adjourned by Vice Chair D. Capps at 5:43 p.m.

Minutes approved this __ day of __ 2025.

Sherri Cox, Chair

Maryanne Girard
City Clerk
Proper Notice having been duly given