



**PLANNING AND DEVELOPMENT BOARD  
REGULAR MEETING AGENDA  
JULY 7, 2025  
6:00 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 Approve Agenda**
- 4 Public Opportunity to speak on Agenda items**
- 5 Consent Agenda**
  5. 1. Planning & Development Board Meeting Minutes May 5, 2025
  5. 2. Planning & Development Board Special Meeting May 27, 2025
- 6 Ordinance on 1st reading/ Public Hearing**
  6. 1. Ordinance 2003 - Brock Avenue Annexation
  6. 2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment
  6. 3. Ordinance 2005 - Brock Avenue Rezoning
- 7 Ordinances**
- 8 Final Plats and PUDS**
- 9 Special Exceptions, Variances, Vacations and Appeals**
- 10 Action Items**
- 11 Director Report**
  11. 1. Director's Report
- 12 Comments from the Audience**
- 13 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](mailto:cityclerk@cityofcrestview.org) or 850-628-1560 option 2 within 48 hours of the scheduled meeting.



# Staff Report

PLANNING AND DEVELOPMENT  
BOARD MEETING DATE: July 7, 2025  
TYPE OF AGENDA ITEM: Minutes

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TO: Planning and Development Board  
CC: City Manager and City Attorney  
FROM: Community Development Services  
DATE: 5/27/2025  
SUBJECT: 1. Planning & Development Board Meeting Minutes May 5, 2025

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## **BACKGROUND:**

Draft minutes were distributed before the meeting.

## **DISCUSSION:**

Action is required to approve the draft minutes.

## **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 respectfully requests motion to approve the May 5, 2025 minutes.

## Attachments

1. 05052025 PDB Draft Minutes (1)

**Planning and Development Board**  
**Regular Meeting Minutes**  
**May 5, 2025**  
**6:00 p.m.**

**1**    **Call to Order**

Chair M. Roy called the Regular Meeting of the Crestview Planning and Development Board to order at 6:00 p.m. Members present were: Vice Chair Mario Werth, Bryan Follmar, Joseph Warren, Larry Medlock, alternates Sylvester Echols and Robert Bounds. The Deputy City Clerk, Natasha Pecoock, and staff members were also present.

**2**    **Pledge of Allegiance**

Mr. Werth led the Pledge of Allegiance.

**3**    **Approve Agenda**

**4**    **Public Opportunity to speak on Agenda items**

**5**    **Consent Agenda**

5.1    Planning & Development Board Meeting Minutes April 7, 2025

Chair M. Roy called for action.

A motion was made by Mr. Werth and seconded by Mr. Medlock to approve the consent agenda.

Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Joseph Warren, Larry Medlock. Nays: None. All yeas, motion carried.

**6**    **Ordinance on 1st reading/ Public Hearing**

6.1    Ordinance 2000 - Main Street Development Standards

Planning Administrator Nicholas Schwendt presented relevant information concerning Ordinance 2000. He stated that with the recent completion of the City's Main Street Streetscape project, staff reviewed the development standards within the Downtown Overlay district, specifically focusing on properties abutting Main Street. Following the City's recent investment in and completion of the Main Street Streetscape project, staff have been considering ways to update our codes and regulations to protect the area's investment further and further emphasize the existing character of development upon Main Street.

Currently, minimal development and redevelopment are occurring on South Main Street, south of the railroad tracks. There is a consistent development scheme to the north of the railroad tracks (North Main Street), which includes minimal front setbacks, or larger setbacks when a public plaza space exists in front of a given development (such as Hideaway Pizza and Knight Barry Title Company). This ordinance requires those developments subject to a development order approval within the City to develop similarly to the existing development on North Main Street. These standards will apply along the length of Main Street.

Mr. Schwendt asked the Deputy City Clerk to read Ordinance 2000 by title.

ORDINANCE 2000 - AN ORDINANCE AMENDING SECTION 6.04.01 OF THE

CITY OF CRESTVIEW 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.

Chair M. Roy asked for comments. There were none; he then asked for action.

A motion made by Mr. Warren, seconded by Mr. Werth, recommending adoption by the City Council of Ordinance 2000.

Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Joseph Warren, Larry Medlock. Nays: None. All yeas, motion carried.

6.2 Ordinance 2001 - Signs in I-10/Fallen Heroes Corridor

Planning Administrator Mr. Schwendt informed the Board concerning Ordinance 2001 that with the completion of the east-west connector getting closer and the anticipated commercial development within the area surrounding the interstate and east-west connector, staff has considered modifying and expanding the area where interstate I-10 accessory signs are permissible. Completing the east-west connector (Fallen Heroes Way) will encapsulate an area, along with the interstate, that staff anticipates developing for commercial use. Given the commercial nature of this area and the expected desire for sign visibility from commercial developments from both I-10 and Fallen Heroes Way, staff proposes an amendment to the allowable area for interstate accessory signs. Currently, such signs are only allowed within 1,000 feet of the Interstate right-of-way, but the proposed amendment will generally expand the area north to the section line just past Fallen Heroes Way. The ordinance contains an exhibit of the exact area.

Mr. Schwendt asked the Deputy City Clerk to read the Ordinance 2001 by title.

ORDINANCE 2001- AN ORDINANCE AMENDING SECTION 7.02.05 OF THE CITY OF CRESTVIEW 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.

Chair M. Roy asked for comments. There were none. He then asked for action.

A motion made by Mr. Warren, seconded by Mr. Medlock, recommending adoption by the City Council of Ordinance 2001.

Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Joseph Warren, Larry Medlock. Nays: None. All yeas, motion carried.

**7 Ordinances**

**8 Final Plats and PUDS**

**9 Special Exceptions, Variances, Vacations and Appeals**

## **10** **Action Items**

## **11** **Director Report**

### 11.1 Director's Report

Planning Administrator Mr. Schwendt updated the Board with the following information:

**Development Orders Issued:** No development orders have been issued since the previous Planning and Development Board meeting.

**Final Plats:** The Final Plat for Garden Villas Townhomes Phase 2 was approved following the previous City Council meeting. This subdivision comprises townhouse lots on approximately 2.2 acres of land at Third Avenue and Jones Road. The subdivision provides a connection from Third Avenue to Jones Road via Dawg Lane.

**New Development Applications:** No new development applications have been received.

### **Additional Developments in Review**

- Longview Estates Subdivision - 15 lot subdivision located on approximately 3.25 acres at 669 Long Drive, north of E First Ave.
- Freedom Walk Subdivision - 474 lot subdivision development located on 156 acres located on Old Bethel Road.
- Walmart Neighborhood Market - 43,603 square foot grocery store, 18,800 square feet of retail space, a fueling station and 2 outparcels located north-east of the intersection of Industrial Dr. and Richburg Ln. Candlewood Suites - 84-room hotel located on approximately 2.68 acres south of Cracker Barrel Dr. Page 19 of 20
- Okaloosa County Tax Collector's Office - 20,209 square foot tax collector's office building and associated improvements located at 1448 Commerce Drive, west of the Chamber of Commerce and north of the Library.
- Spring Creek Court - 19-unit multifamily apartment development on approximately 1 acre, located west of the intersection of Bay Street and W Cobb Avenue.
- Sycamore Court - 38 apartment units on 1.91 acres, located northeast of the intersection of W Bowers Avenue and Bay Street. This project is northwest of Vineyard Village, the City's affordable housing development project.

## **12** **Comments from the Audience**

Chair M. Roy asked for comments from the audience. There were no comments from the audience.

## **13** **Adjournment**

Chair M. Roy adjourned this meeting at 6:14 p.m.

Minutes approved on \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

Minutes submitted by:

\_\_\_\_\_  
Chair M. Roy

\_\_\_\_\_  
Natasha S. Peacock, Deputy City Clerk  
*Notice having been duly given*

DRAFT



# Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: July 7, 2025

TYPE OF AGENDA ITEM: Minutes

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TO: Planning and Development Board  
CC: City Manager and City Attorney  
FROM: Community Development Services  
DATE: 6/20/2025  
SUBJECT: 2. Planning & Development Board Special Meeting May 27, 2025

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## **BACKGROUND:**

Draft minutes were distributed before the meeting.

## **DISCUSSION:**

Action is required to approve the draft minutes.

## **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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*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 respectfully requests a motion to approve the May 27, 2025 Special Meeting minutes.

**Attachments**

1. 052725 Planning Development Board Special Meeting Draft

**ORDINANCE:**

**Planning and Development Board**  
**Minutes**  
**May 27, 2025**  
**5:30 PM**

**1** **Call to Order**

Chair M. Roy called the Special Meeting of the Crestview Planning and Development Board to order at 5:30 p.m. Members present were Larry Medlock, Sylvester Echols and Robert Bounds. The Deputy City Clerk, Natasha Pecoock, and staff members were also present. Those not in attendance were Mr. Werth, Mr. Follmar, and Mr. Warren.

**2** **Pledge of Allegiance**

Mr. Echols led the Pledge of Allegiance.

**3** **Approve Agenda**

Chair M. Roy asked for action to approve the agenda.

A motion was made by Mr. Medlock and seconded by Mr. Echols to approve the agenda.

Roll Call: Ayes: Michael Roy, Larry Medlock, Sylvester Echols, Robert Brown. Nays: None. All yeas, motion carried.

**4** **Public Opportunity to speak on Agenda items**

**5** **Ordinance on 1st reading/ Public Hearing**

5. 1. Reconsideration of Ordinance 2001 - 1-10/Fallen Heroes Corridor

Planning Administrator Nicolas Schwendt noted that the City Council discussed this item on May 12th, 2025. Due to concerns expressed at that meeting, staff have provided further amendments to the amendment proposed initially, modifying the expanded area for allowed signs, including a spacing requirement between signs that are placed, like our existing requirement for billboards, and a more consistent maximum sign height. This will allow taller accessory signage upon those developable properties between the interstate and Fallen Heroes Way. There is minimal residential development existing in this area, and commercial development is expected, so compatibility with surrounding properties is of negligible concern at this time.

Mr. Schwendt asked the Deputy City Clerk to read Ordinance 2001 by title.

Deputy City Clerk Natasha Peacock read Ordinance 2001 by title:

ORDINANCE 2001 AN ORDINANCE AMENDING SECTION 7.02.05 OF THE CITY OF CRESTVIEW 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.

Chair M. Roy asked for comments. There was a brief discussion.

A motion made by Mr. Echols, seconded by Mr. Medlock, recommending adoption by the City Council of Ordinance 2001.

Roll Call: Ayes: Michael Roy, Larry Medlock, Sylvester Echols, Robert Bounds. Nays: None. All yeas, motion carried.

**6** **Comments from the Audience**

Chair M. Roy asked for comments from the audience. There were no comments from the audience.

**7 Adjournment**

Chair M. Roy adjourned this meeting at 5:34 p.m.

Minutes approved on \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

Minutes submitted by:

\_\_\_\_\_  
Chair M. Roy

\_\_\_\_\_  
Natasha Peacock  
On behalf of Maryanne Girard, City Clerk  
*Notice having been duly given*

DRAFT



# Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: July 7, 2025

TYPE OF AGENDA ITEM: PDB 1st Reading

TO: Planning and Development Board  
 CC: City Manager and City Attorney  
 FROM: Community Development Services  
 DATE: 7/2/2025  
 SUBJECT: 1. Ordinance 2003 - Brock Avenue Annexation

## **BACKGROUND:**

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock 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 request for voluntary annexation will be presented to City Council via Ordinance 2003 on August 11, 2025 for the first reading.

## **DISCUSSION:**

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC  
 Parcel ID: 21-3N-23-1670-0014-0030  
 Site Size: 0.17 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	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density 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 can 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 one (1) lot in unincorporated Okaloosa County, and is therefore considered co
- 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 June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

### **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.

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**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 was \$572.50.

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 a recommendation to the City Council to adopt Ordinance 2003.

### **Attachments**

1. Exhibit Packet

**ORDINANCE: 2003**

**AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 0.17 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-23-1670-0014-0030 (Deed recorded in Book 3137, page 1697, dated February 25, 2014)

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of 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, with a zoning designation 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 25th day of August, 2025.

ATTEST:

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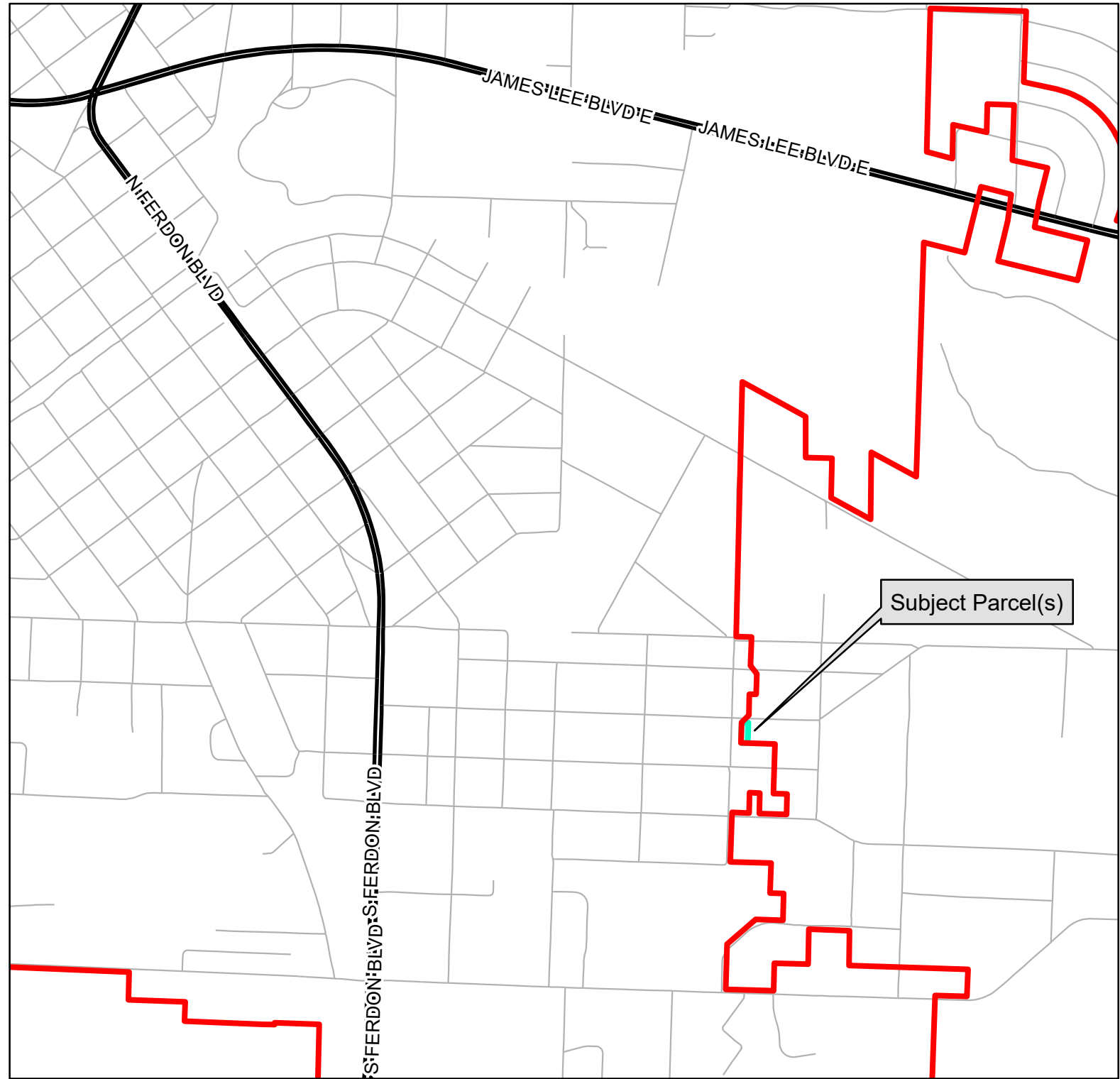
Maryanne Girard  
City Clerk

Approved by me this 25th day of August, 2025.

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J. B. Whitten  
Mayor





# Vicinity Map

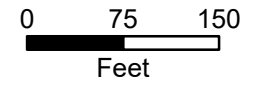


Not to Scale


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 Parcel

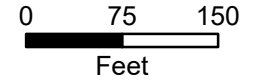
 City Limits

### Use Description

-  COUNTY
-  MFR HOME
-  MOBILE HOME
-  MULTI-FAMILY
-  NON-PROFIT SERVICE
-  SINGLE FAMILY
-  VACANT

# Current Future Land Use

N



## Legend

Subject Parcel

City Limits

### City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

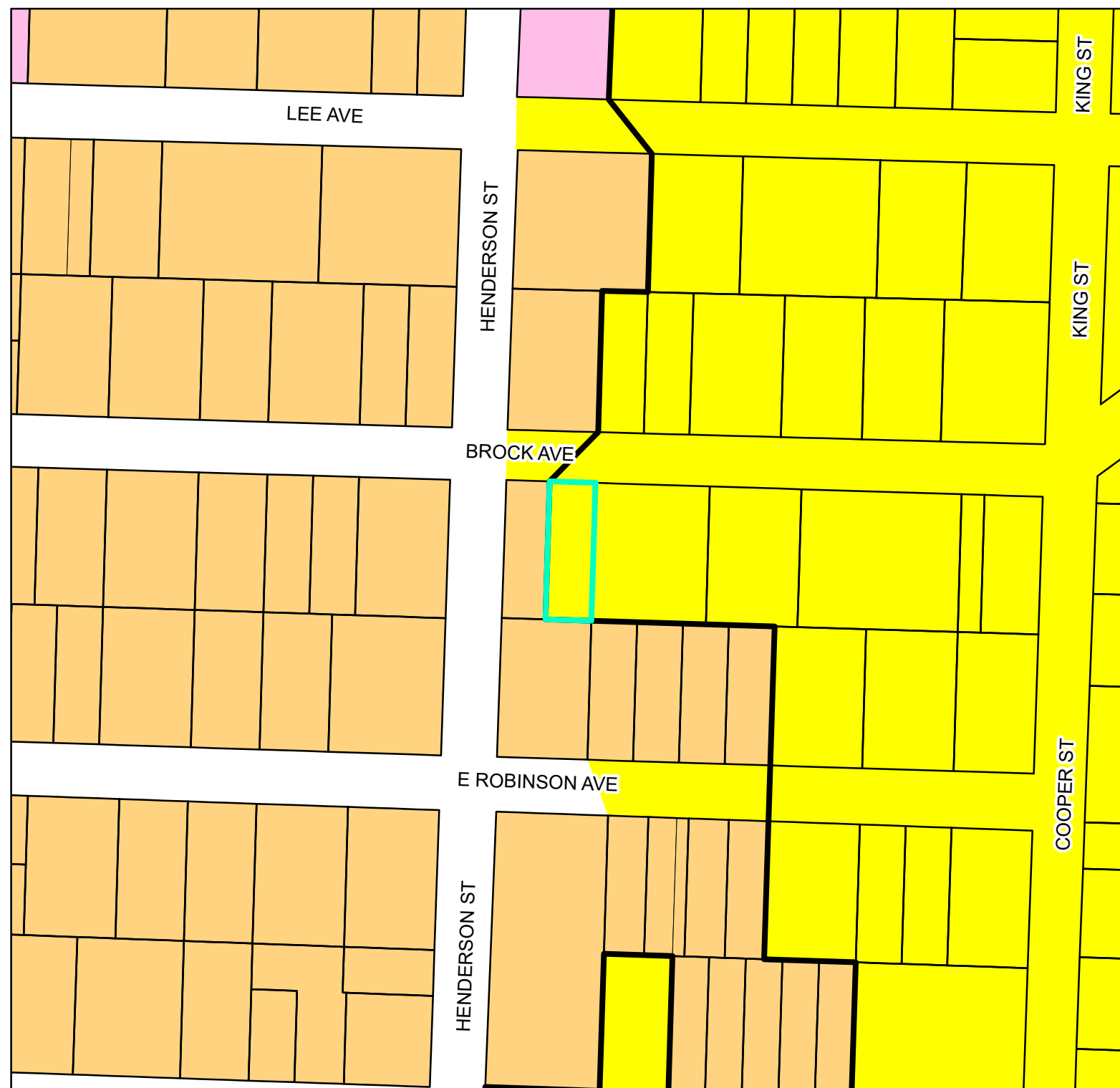
Conservation (CON)

Public Lands (PL)

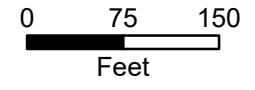
Residential (R)

### County Future Land Use

Low Density Residential (LDR)

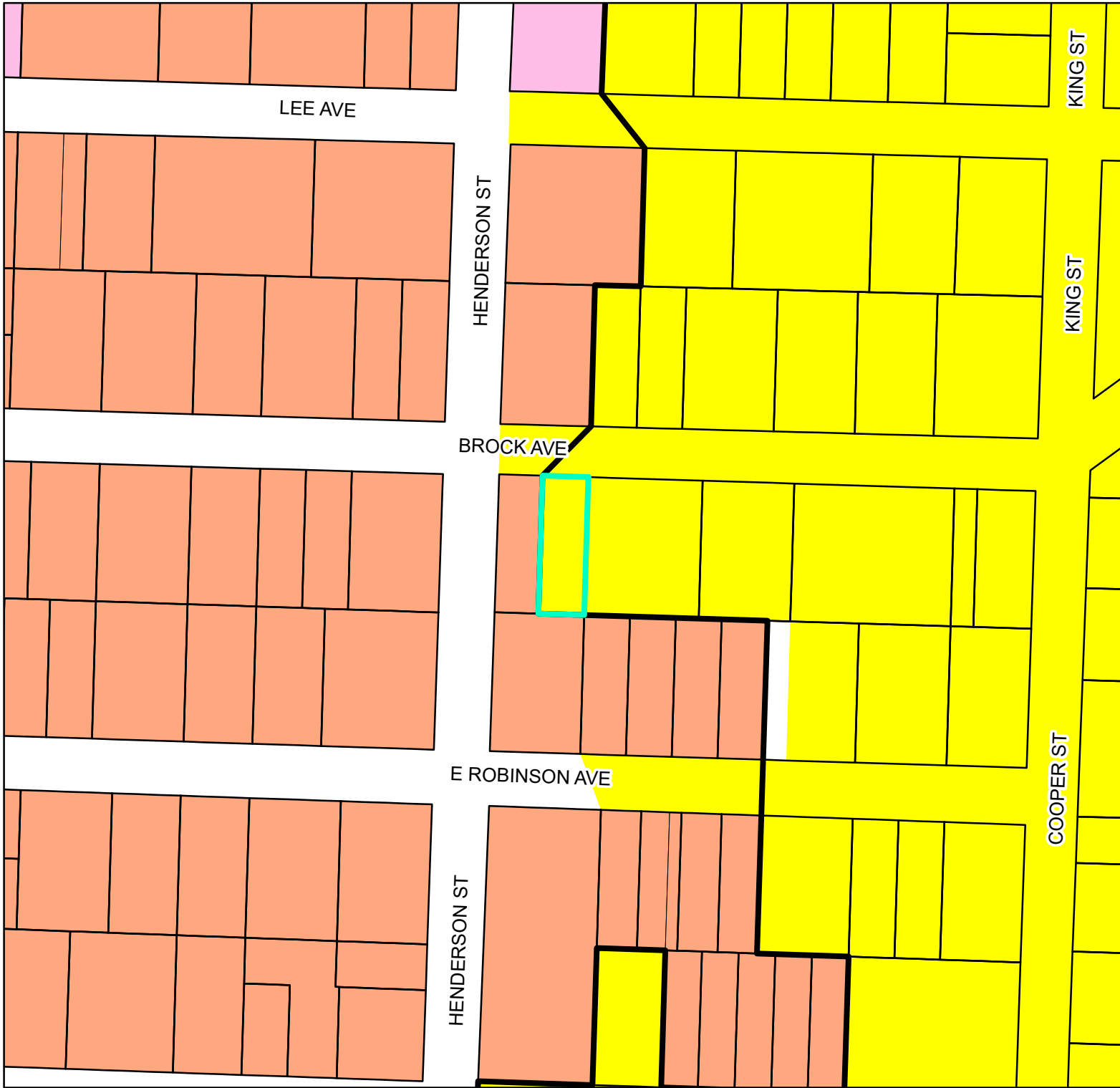


# Current Zoning

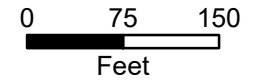


## Legend

- Subject Parcel
- City Limits
- City Zoning**
  - Single Family Estate Dwelling District (R-1E)
  - 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)



# Proposed Future Land Use





## Legend


 Subject Parcel


 City Limits


### City Future Land Use

 Commercial (C)

 Industrial (IN)


 Mixed Use (MU)

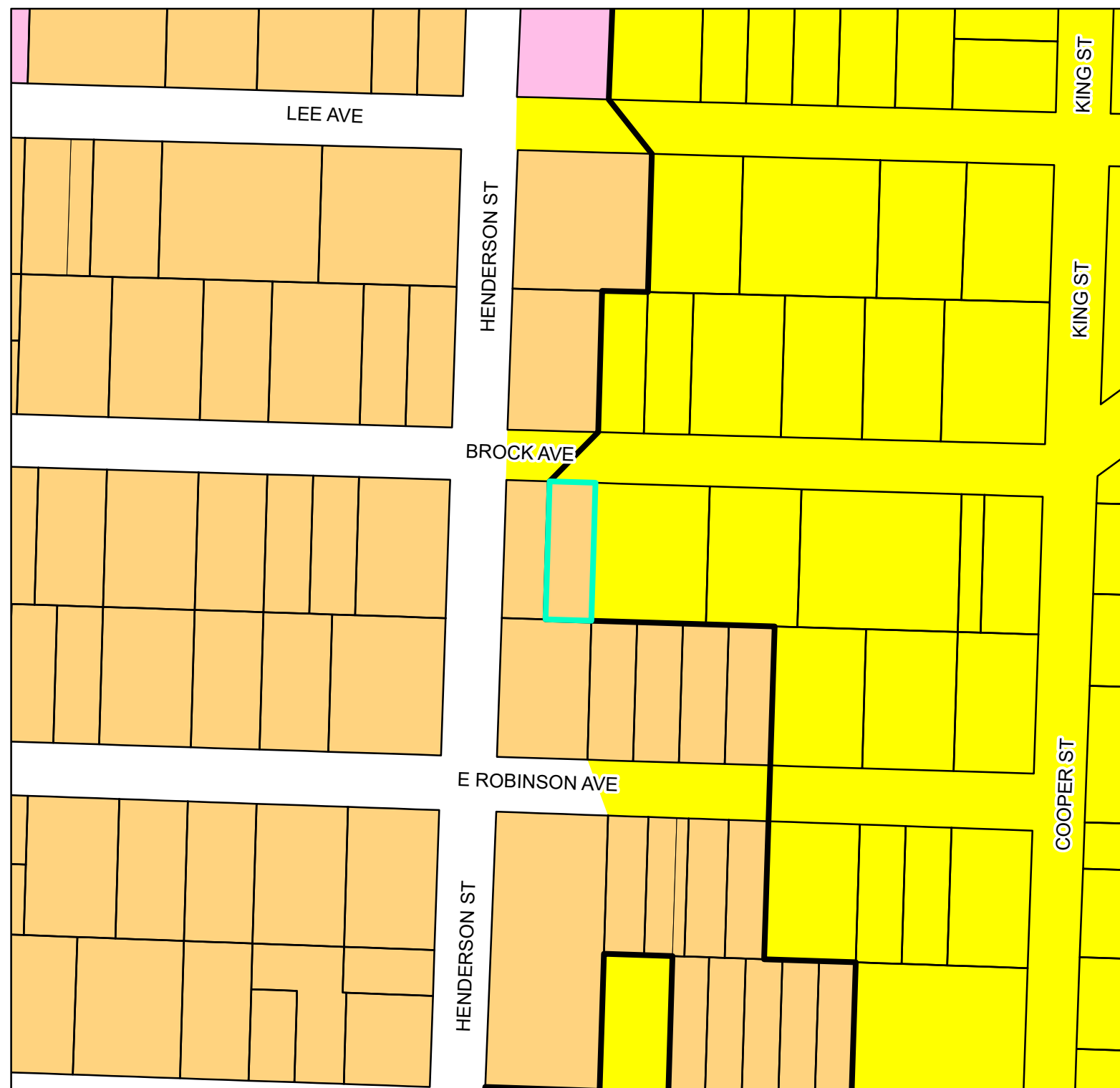
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

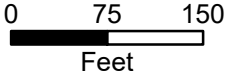
### County Future Land Use

 Low Density Residential (LDR)



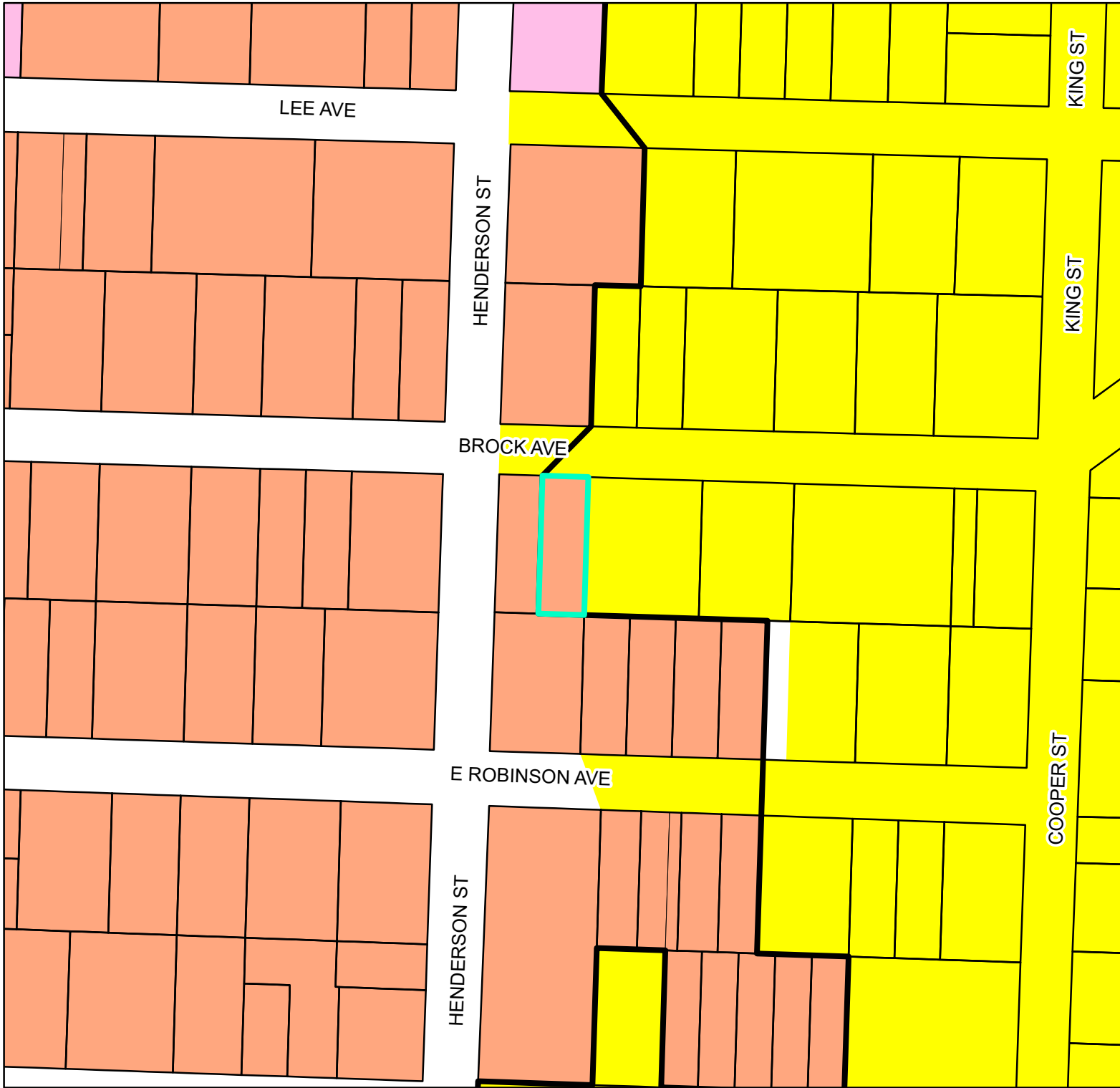
# Proposed Zoning

N



## Legend

- Subject Parcel
- City Limits
- City Zoning**
- Single Family Estate Dwelling District (R-1E)
- 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)
- Planned Unit Development (PUD)
- County Zoning**
- Residential - 1 (R-1)





# Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: July 7, 2025

TYPE OF AGENDA ITEM: PDB 1st Reading

TO: Planning and Development Board  
 CC: City Manager and City Attorney  
 FROM: Community Development Services  
 DATE: 7/2/2025  
 SUBJECT: 2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment

## **BACKGROUND:**

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock 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 request for a comprehensive plan amendment will be presented to City Council via Ordinance 2004 on August 11, 2025 for the first reading.

## **DISCUSSION:**

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC  
 Parcel ID: 21-3N-23-1670-0014-0030  
 Site Size: 0.17 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.

<b>Direction</b>	<b>FLU</b>	<b>Zoning</b>	<b>Existing Use</b>
North	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density 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 can 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 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 June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

## **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 a recommendation to the City Council to adopt Ordinance 2004.

## **Attachments**

1. Exhibit Packet



**ORDINANCE: 2004**

**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 (R) ON APPROXIMATELY 0.17 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 (R) on a parcel of land containing 0.17 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 0.17 acres of land, more or less, from Okaloosa County Low Density Residential to Residential (R). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 0.17 acres, more or less, is known as Parcel 21-3N-23-1670-0014-0030 and commonly described as:

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of Okaloosa County, Florida.

The Residential (R) Future Land Use Category is hereby imposed on Parcel 21-3N-23-1670-0014-0030. 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-23-1670-0014-0030 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 25th day of August, 2025.

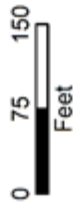
ATTEST:

\_\_\_\_\_  
Maryanne Girard  
City Clerk

Approved by me this 25th day of August, 2025.

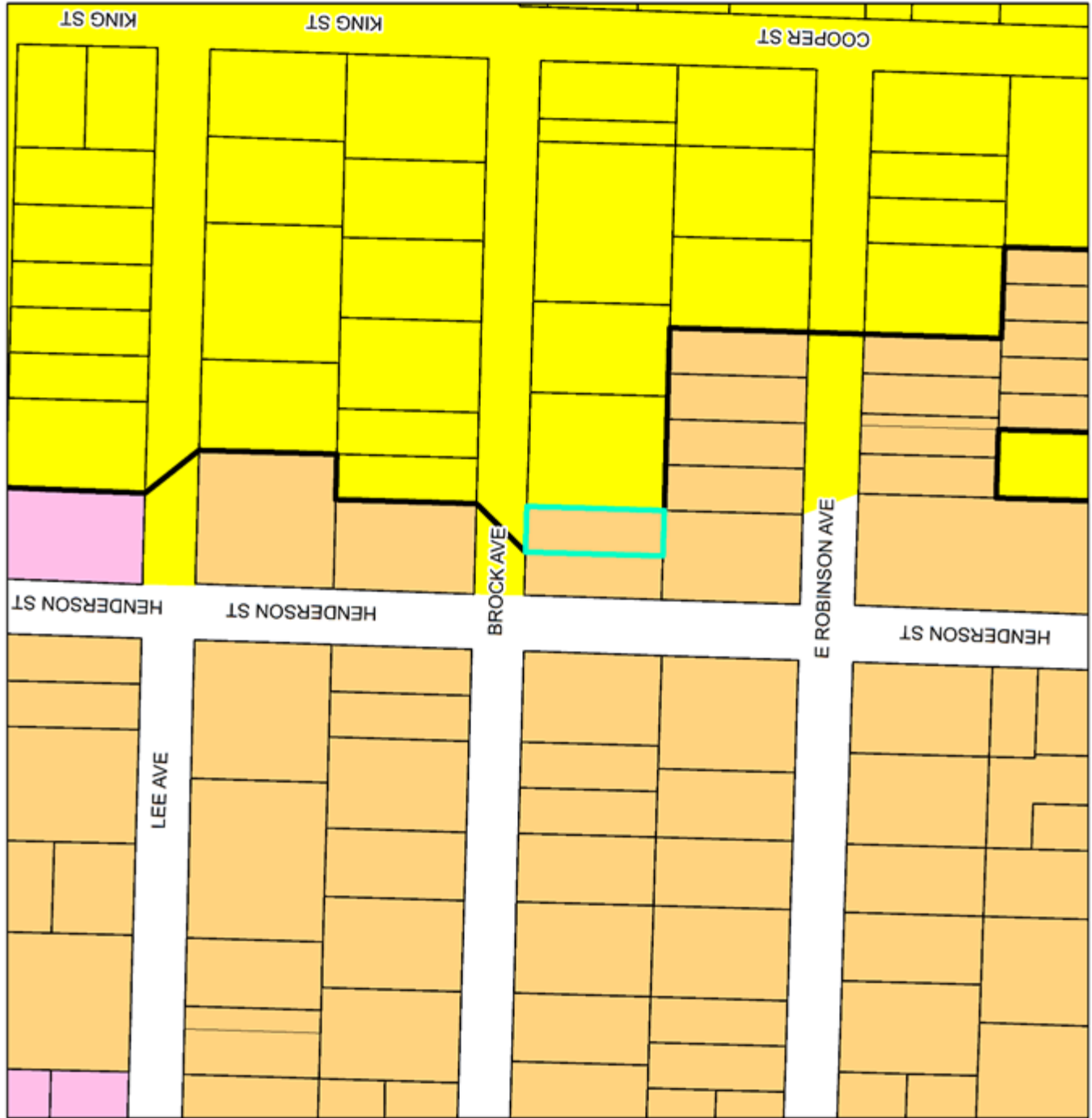
\_\_\_\_\_  
J. B. Whitten  
Mayor

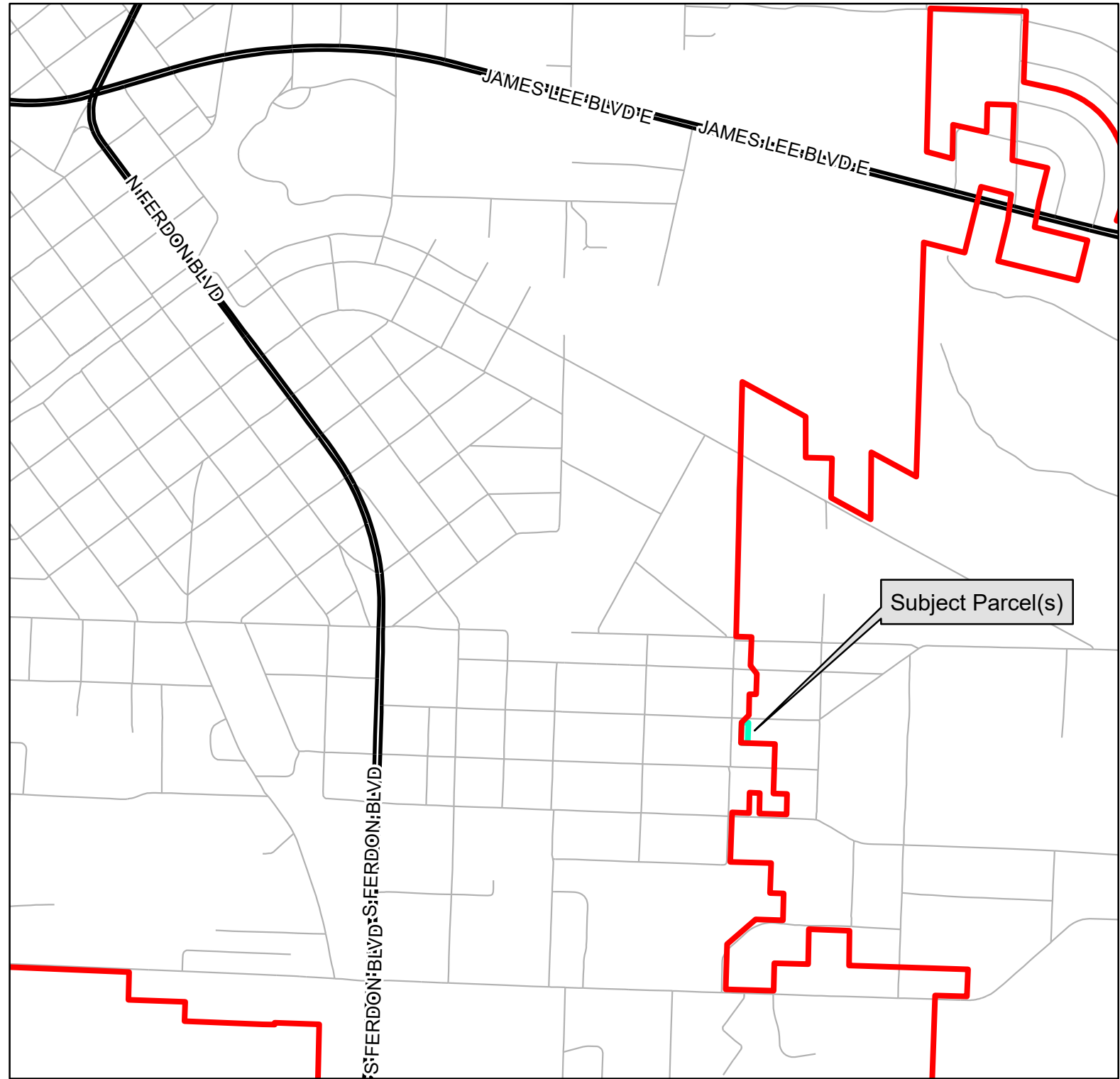
# Adopted Future Land Use



## 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)





# Vicinity Map

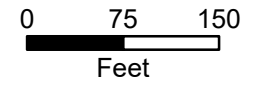


Not to Scale


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 Parcel

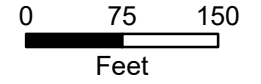
 City Limits

### Use Description

-  COUNTY
-  MFR HOME
-  MOBILE HOME
-  MULTI-FAMILY
-  NON-PROFIT SERVICE
-  SINGLE FAMILY
-  VACANT

# Current Future Land Use

N



## Legend

Subject Parcel

City Limits

### City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

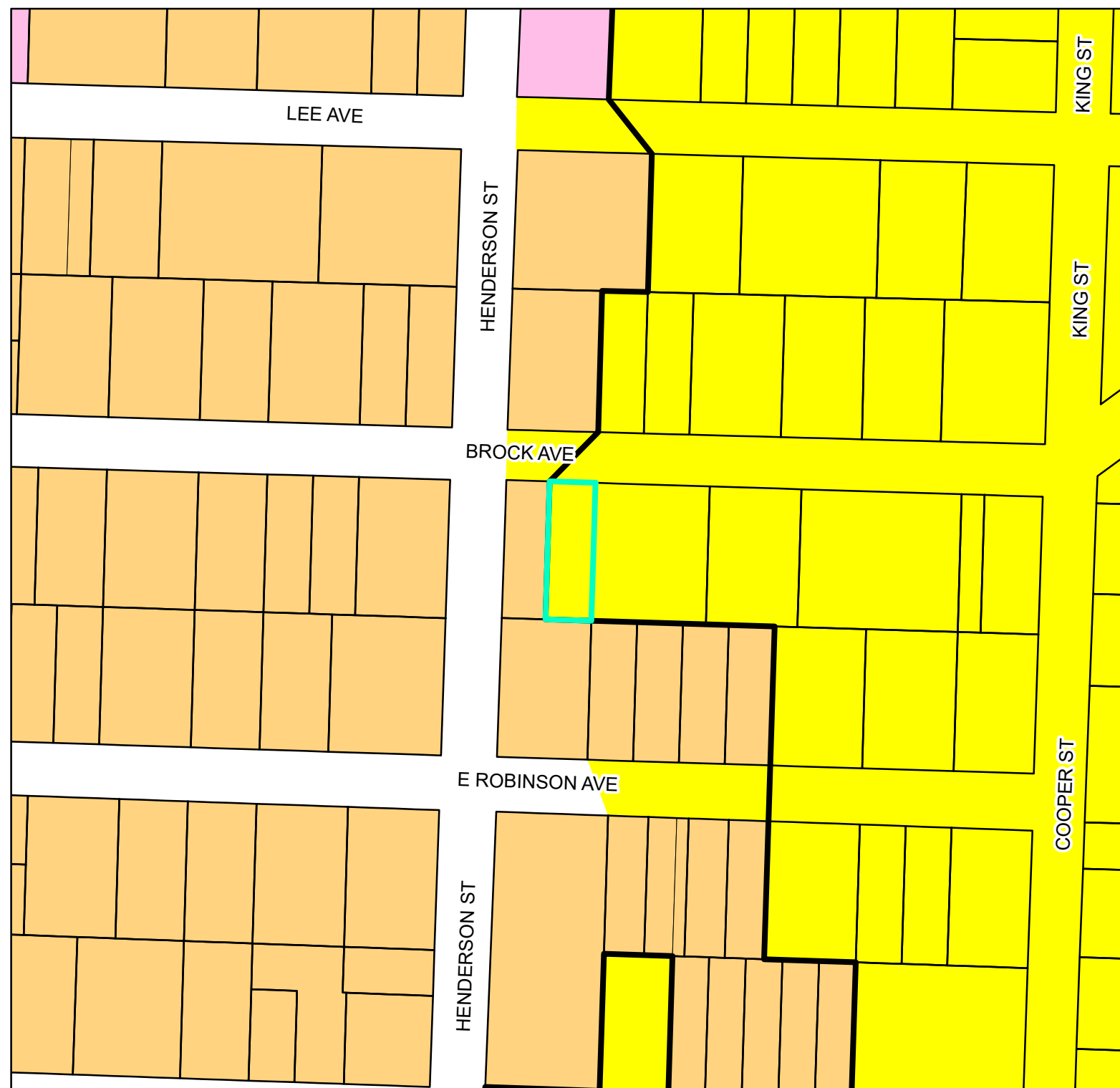
Conservation (CON)

Public Lands (PL)

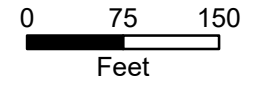
Residential (R)

### County Future Land Use

Low Density Residential (LDR)

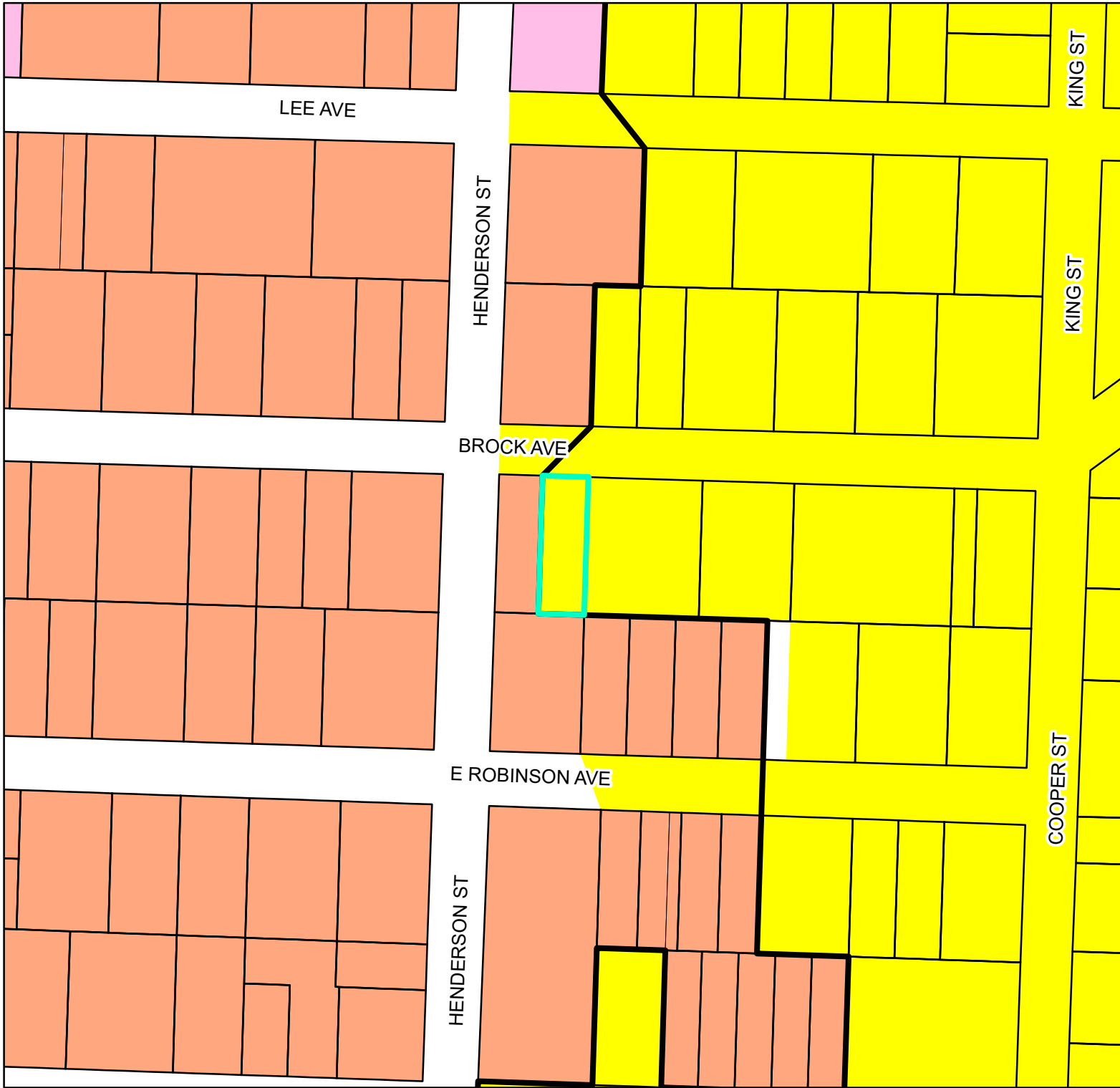


# Current Zoning

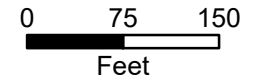


## Legend

- Subject Parcel
- City Limits
- City Zoning**
  - Single Family Estate Dwelling District (R-1E)
  - 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)



# Proposed Future Land Use





## Legend


 Subject Parcel


 City Limits

### City Future Land Use

 Commercial (C)

 Industrial (IN)


 Mixed Use (MU)

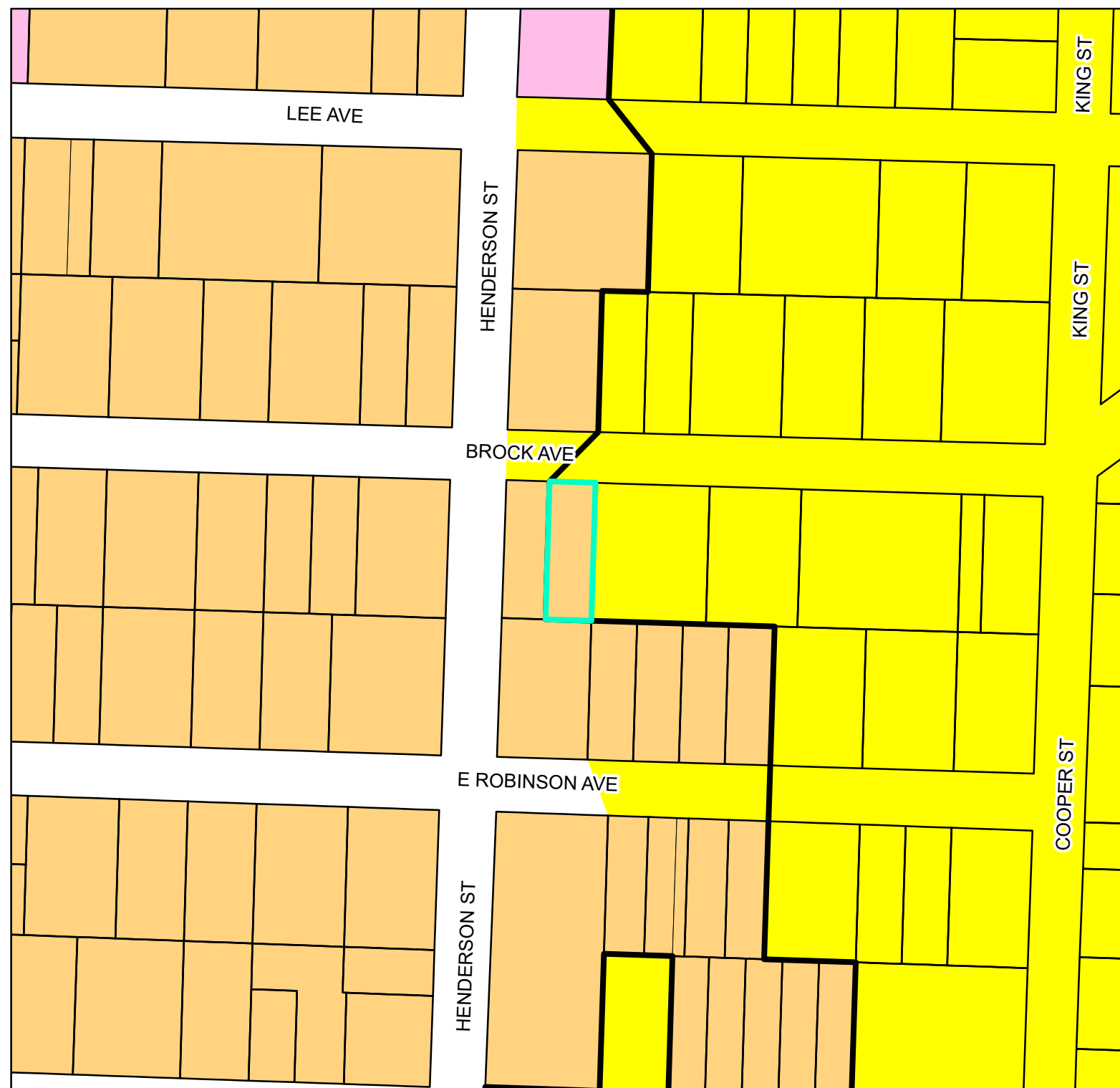
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

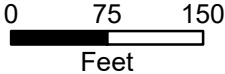
### County Future Land Use

 Low Density Residential (LDR)



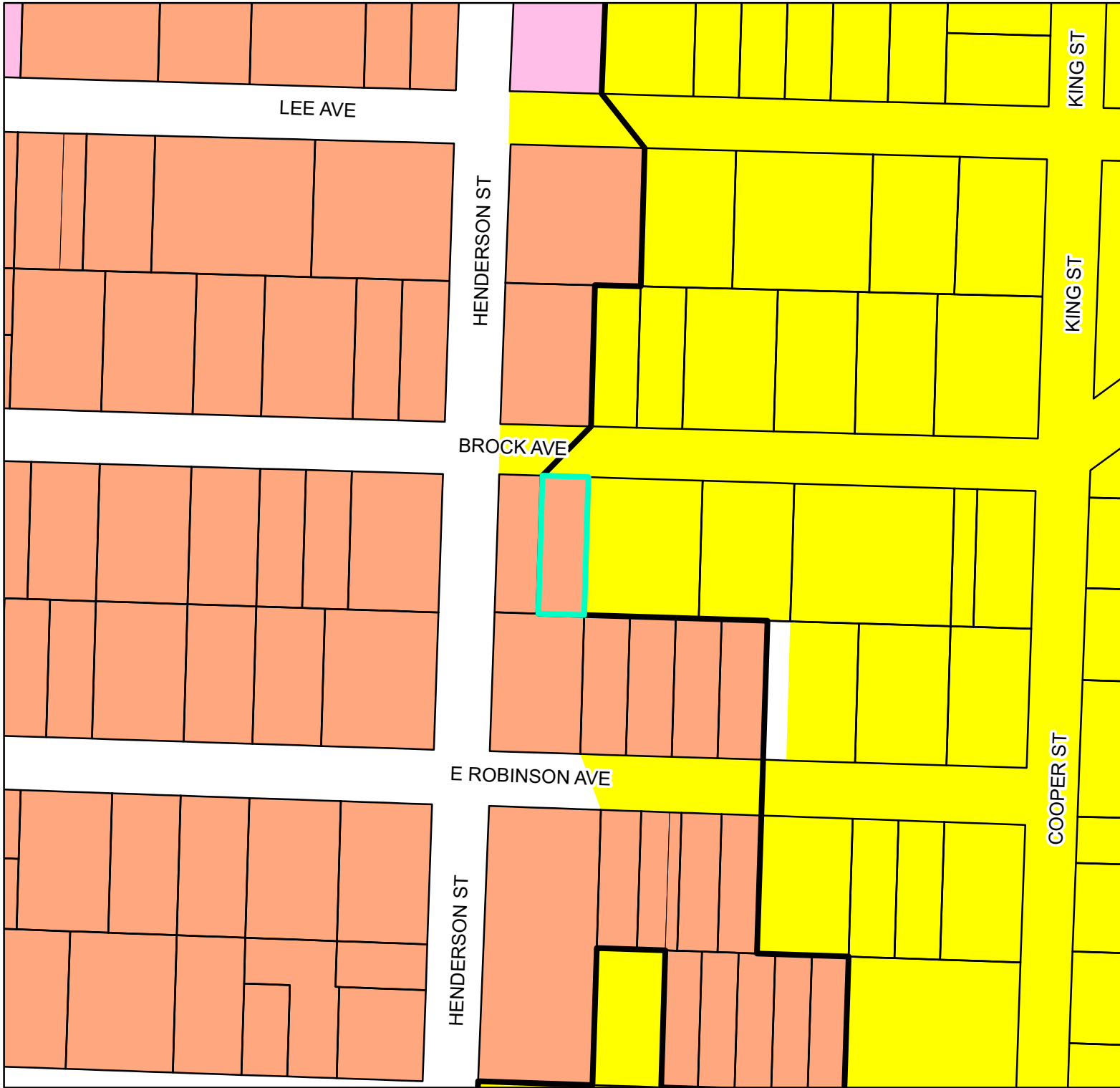
# Proposed Zoning

N



## Legend

- Subject Parcel
- City Limits
- City Zoning**
- Single Family Estate Dwelling District (R-1E)
- 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)
- Planned Unit Development (PUD)
- County Zoning**
- Residential - 1 (R-1)





# Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: July 7, 2025

TYPE OF AGENDA ITEM: PDB 1st Reading

TO: Planning and Development Board  
 CC: City Manager and City Attorney  
 FROM: Community Development Services  
 DATE: 7/2/2025  
 SUBJECT: 3. Ordinance 2005 - Brock Avenue Rezoning

## **BACKGROUND:**

On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock 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 Density Dwelling District (R-3) zoning designation for the property.

The request for rezoning will be presented to City Council via Ordinance 2005 on August 11, 2025 for the first reading.

## **DISCUSSION:**

The property description is as follows:

Property Owner: WATREE CONST & LAND DEV LLC  
 Parcel ID: 21-3N-23-1670-0014-0030  
 Site Size: 0.17 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	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
East	Okaloosa County Low Density Residential	Okaloosa County Residential-1	Residential
South	Residential (R)	Single and Multi-Family Density Dwelling District (R-3)	Residential
West	Residential (R)	Single and Multi-Family Density 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 can 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 June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

### **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 a recommendation to the City Council to adopt Ordinance 2005.

### **Attachments**

1. Exhibit Packet

**ORDINANCE: 2005**

**AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.17 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 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 0.17 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.17 acres, more or less, being formerly zoned Okaloosa County Residential-1 with the Residential (R) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 2004, is hereby rezoned to Single and Multi-Family Density Dwelling District (R-3) to wit:

**PIN # 21-3N-23-1670-0014-0030**

Lots 3 and 4, Block 14, Morris Addition, according to the plat thereof as recorded in Plat Book 1, Page 133, Public Records of 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 # 2004 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 25th day of August, 2025.

ATTEST:

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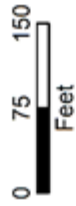
Maryanne Girard  
City Clerk

Approved by me this 25th day of August, 2025.

---

J. B. Whitten  
Mayor

# Adopted Zoning



## Legend

Subject Parcel

City Limits

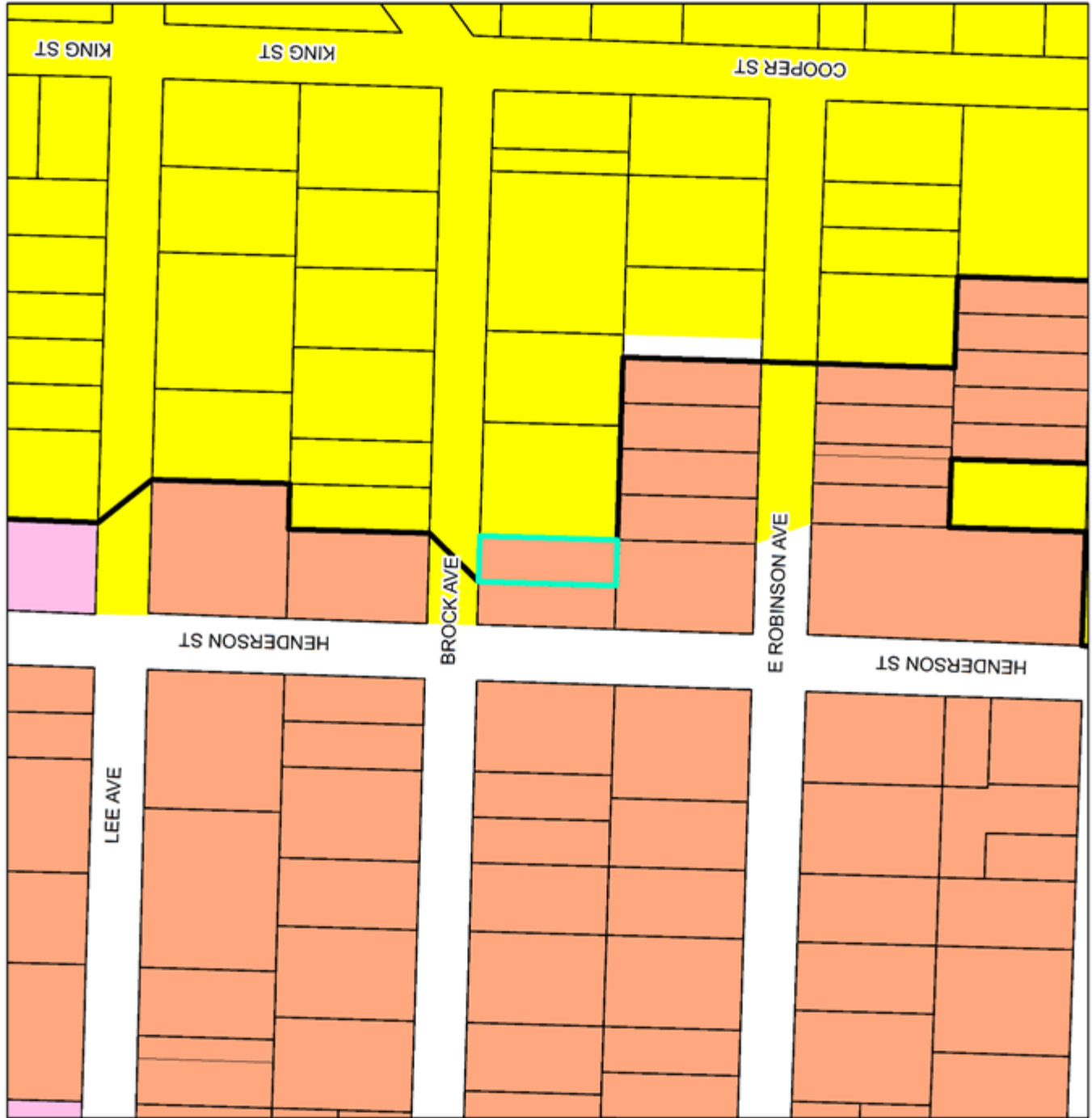
## Zoning

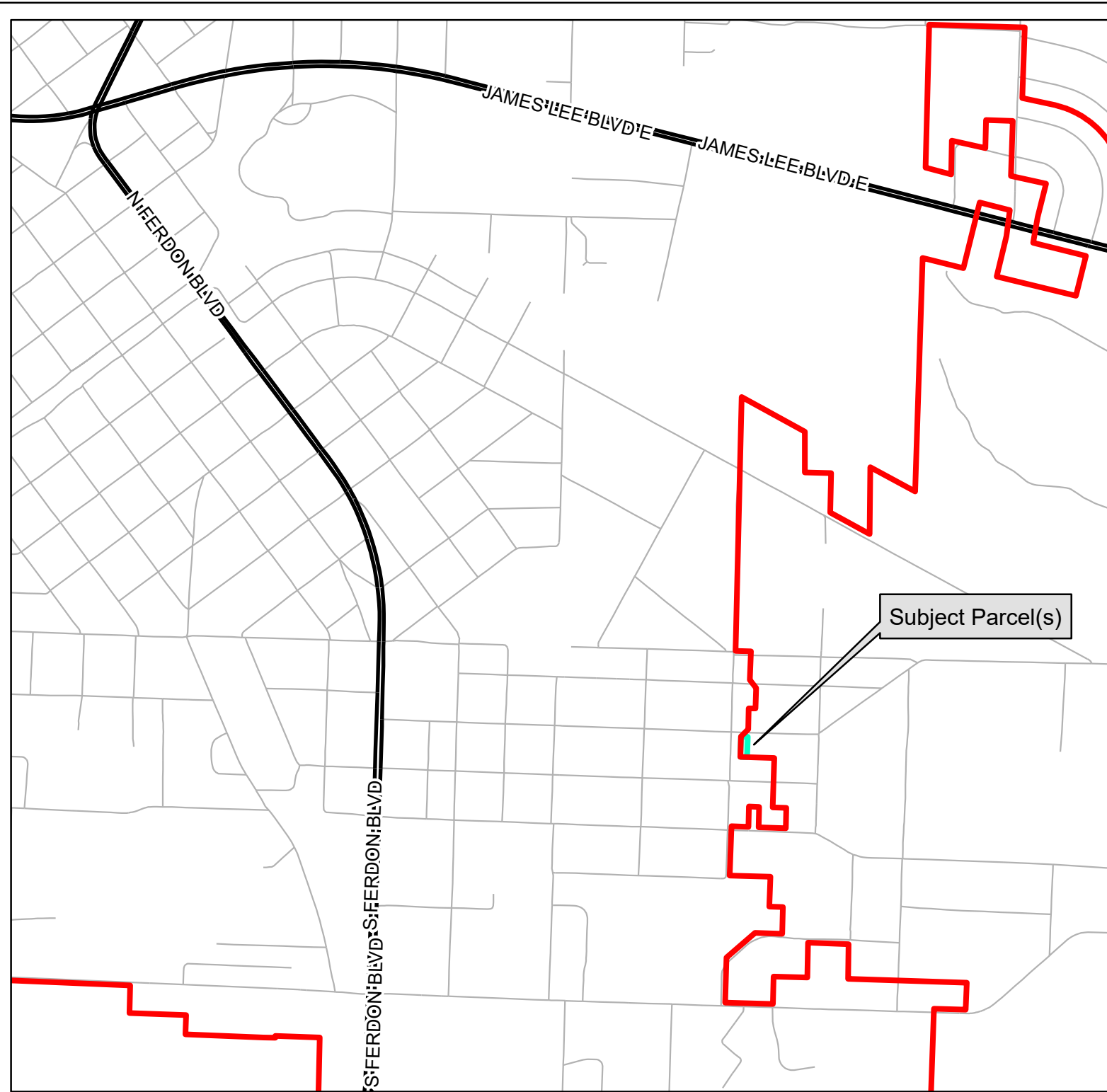
### City Zoning

- Single Family Estate Dwelling District (R-1E)
- 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)
- Planned Unit Development (PUD)

### County Zoning

- Residential - 1 (R-1)





# Vicinity Map

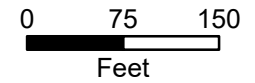


Not to Scale


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 Parcel

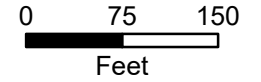
 City Limits

### Use Description

-  COUNTY
-  MFR HOME
-  MOBILE HOME
-  MULTI-FAMILY
-  NON-PROFIT SERVICE
-  SINGLE FAMILY
-  VACANT

# Current Future Land Use

N



## Legend

Subject Parcel

City Limits

### City Future Land Use

Commercial (C)

Industrial (IN)

Mixed Use (MU)

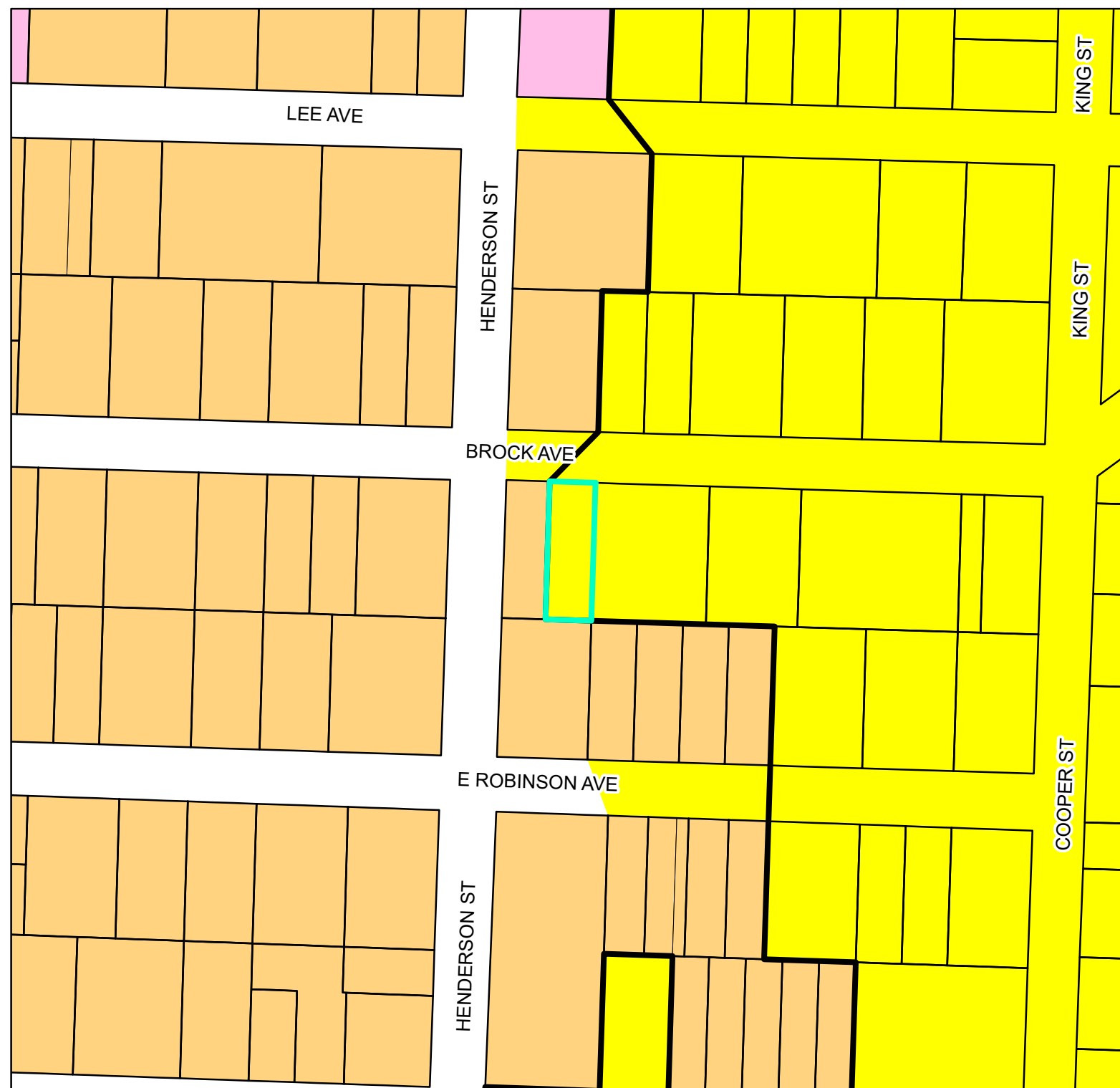
Conservation (CON)

Public Lands (PL)

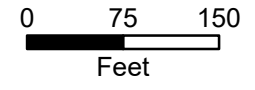
Residential (R)

### County Future Land Use

Low Density Residential (LDR)

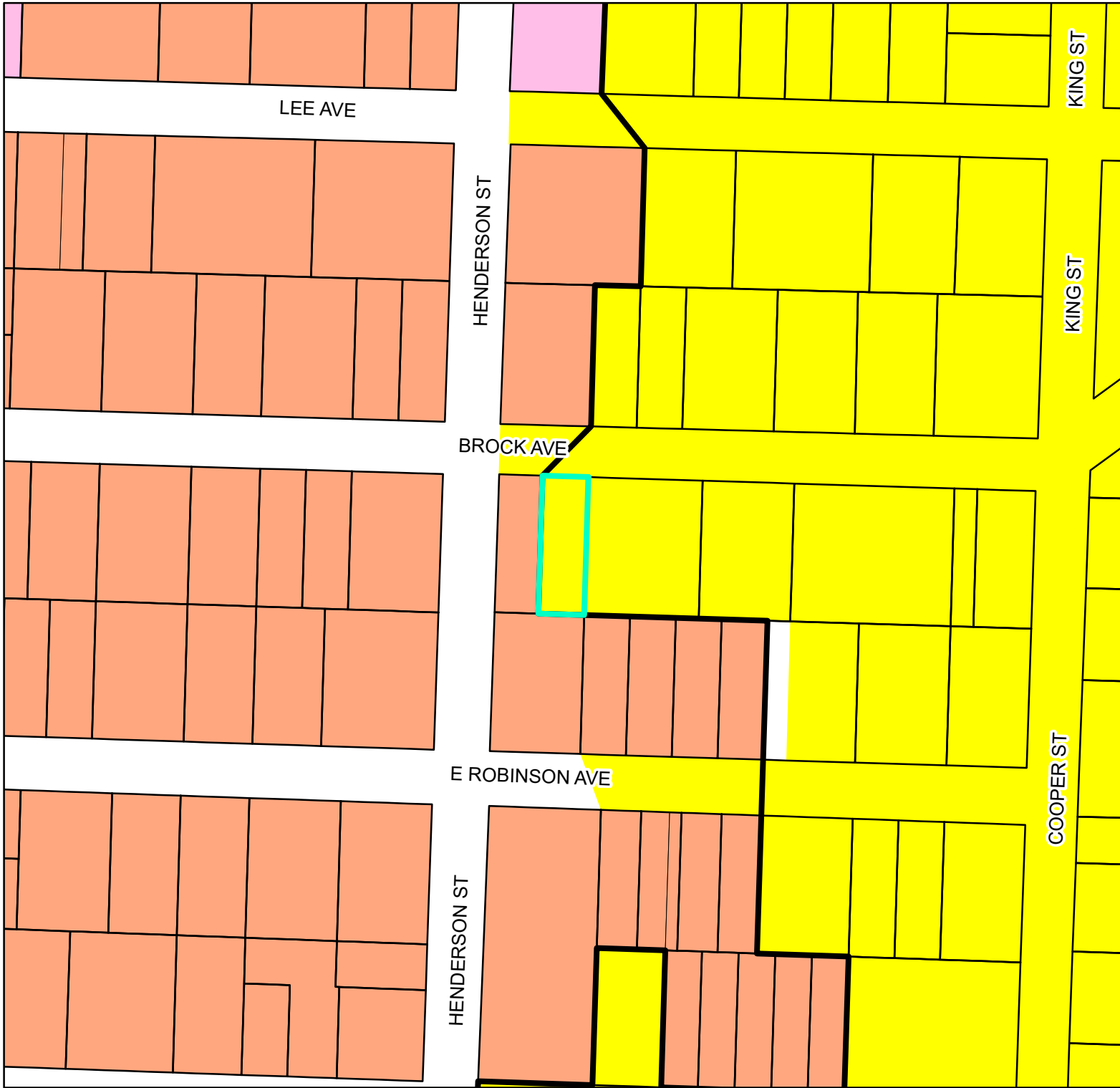


# Current Zoning

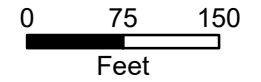


## Legend

- Subject Parcel
- City Limits
- City Zoning**
  - Single Family Estate Dwelling District (R-1E)
  - 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)



# Proposed Future Land Use





## Legend


 Subject Parcel


 City Limits


### City Future Land Use

 Commercial (C)

 Industrial (IN)


 Mixed Use (MU)

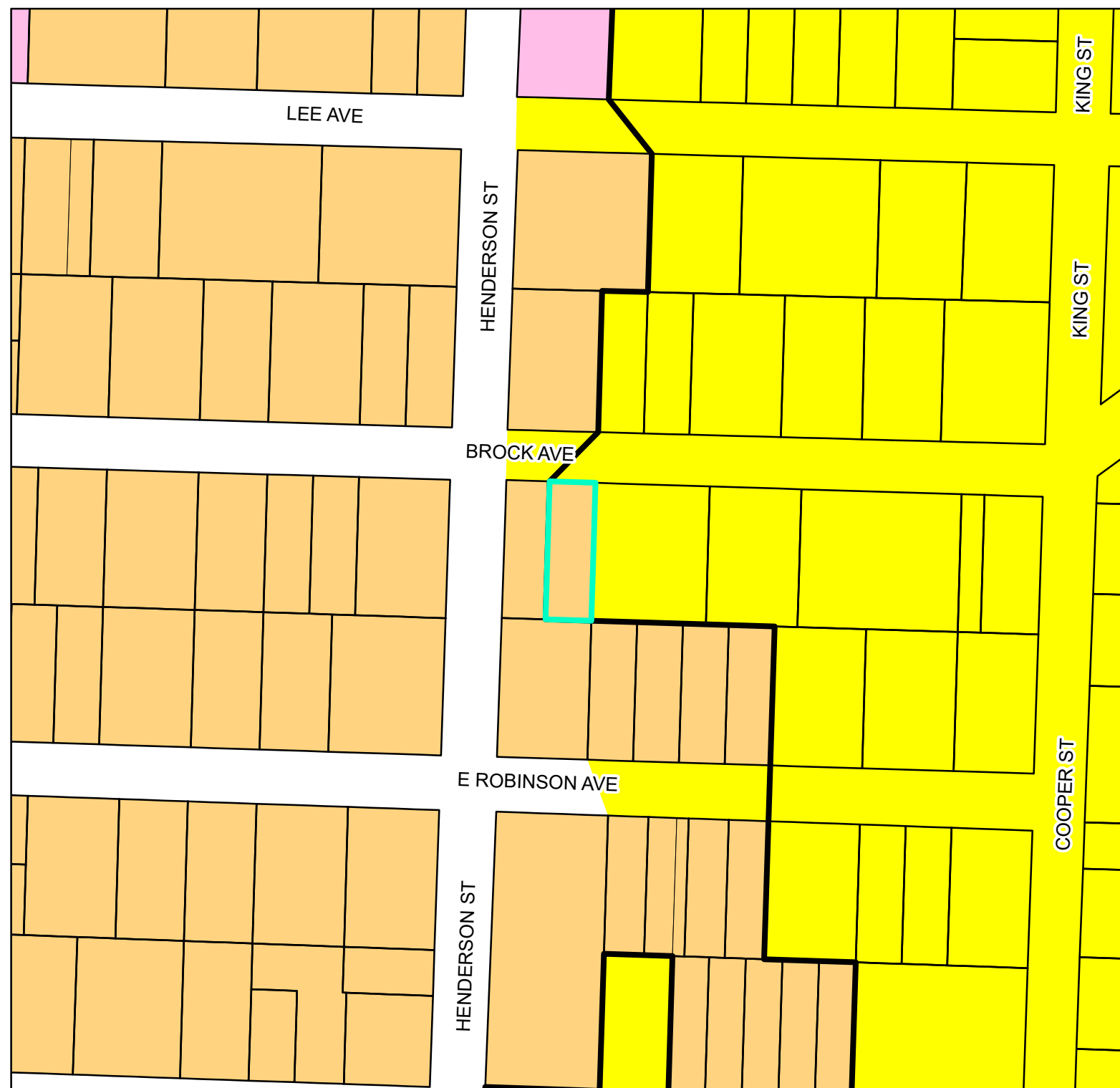
 Conservation (CON)

 Public Lands (PL)

 Residential (R)

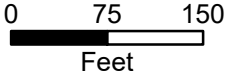
### County Future Land Use

 Low Density Residential (LDR)



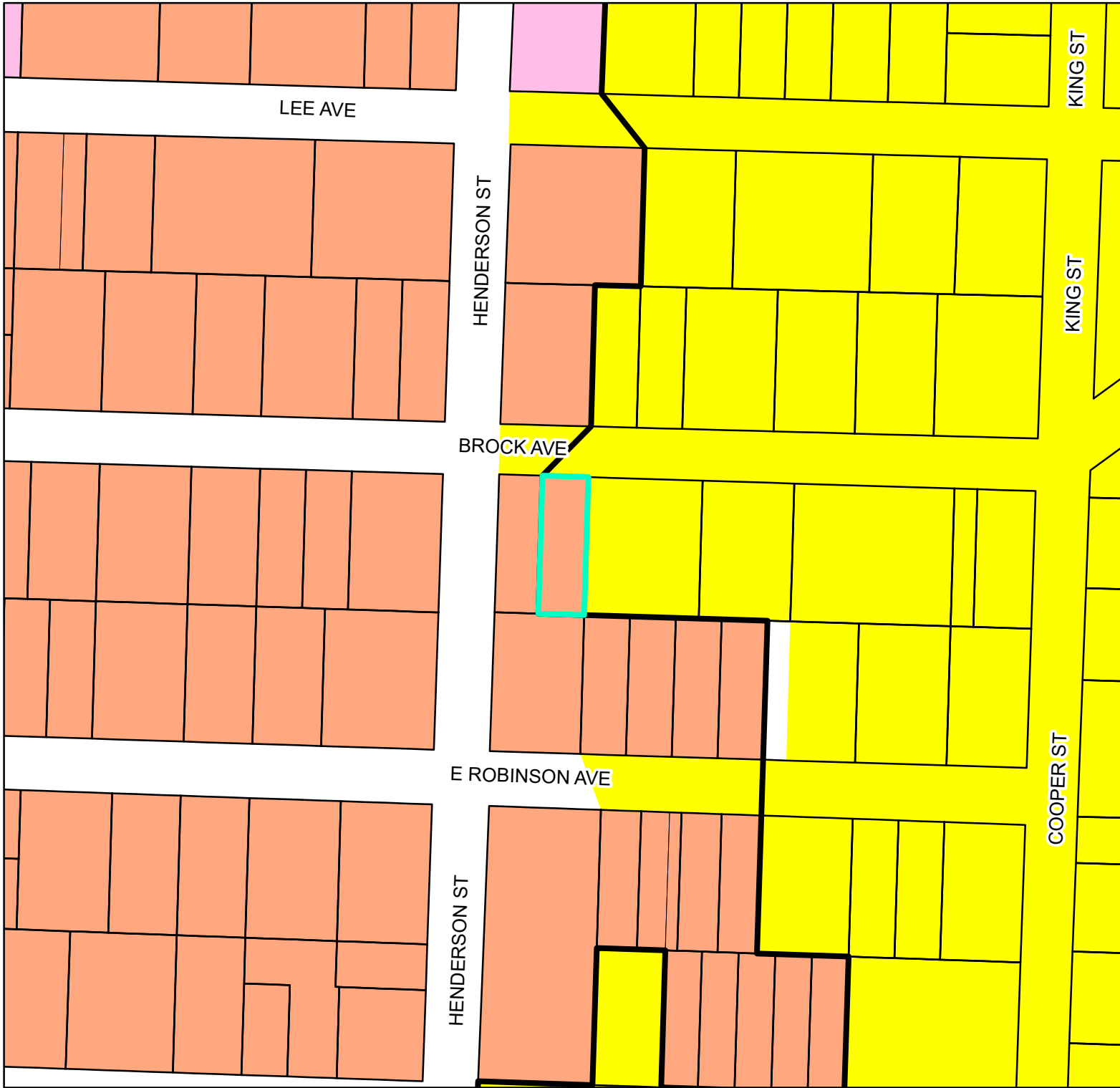
# Proposed Zoning

N



## Legend

- Subject Parcel
- City Limits
- City Zoning**
- Single Family Estate Dwelling District (R-1E)
- 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)
- Planned Unit Development (PUD)
- County Zoning**
- Residential - 1 (R-1)





# Staff Report

PLANNING AND DEVELOPMENT  
BOARD MEETING DATE: July 7, 2025  
TYPE OF AGENDA ITEM: Presentation

TO: Planning and Development Board  
CC: City Manager and City Attorney  
FROM: Community Development Services  
DATE: 7/1/2025  
SUBJECT: 1. Director's Report

**BACKGROUND:**

This is a presentation of development activities that have occurred since the last Director's Update.

**DISCUSSION:**

Development Orders Issued:	Candlewood Suites - 84-room hotel located on approximately 2.68 acres south of Cracker Barrel Dr.  Okaloosa County Tax Collector's Office - 20,209 square foot tax collector's office building and associated improvements located at 1448 Commerce Drive, west of the Chamber of Commerce and north of the Library.
Final Plats:	The Final Plat for Garden Villas Townhomes Phase 1 was approved following the previous City Council meeting. This subdivision comprises 158 townhouse lots on approximately 11.93 acres of land at Third Avenue and Garden Street.
New Development Applications:	DSL Dealership Expansion - An approximately 86,000 square foot dealership expansion upon a 14.50 acre parcel at 4374 S Ferdon Blvd, across the street from the existing David Scott Lee Buick GMC dealership.
Additional Developments in Review	Longview Estates Subdivision - 15 lot subdivision located on approximately 3.25 acres at 669 Long Drive, north of E First Ave.  Freedom Walk Subdivision - 474 lot subdivision development located on 156 acres located on Old Bethel Road.  Walmart Neighborhood Market - 43,603 square foot grocery store, 18,800 square feet of retail space, a fueling station and 2 outparcels located north-east of the intersection of Industrial Dr. and Richburg Ln.  Spring Creek Court - 19-unit multifamily apartment development on approximately 1 acre, located west of the intersection of Bay Street and W Cobb Avenue.

	Sycamore Court - 38 apartment units on 1.91 acres, located northeast of the intersection of W Bowers Avenue and Bay Street. This project is northwest of Vineyard Village, the City's affordable housing development project.
Other Updates	Effective July 1st, the state has precluded municipalities' ability to require plats to be approved by elected or appointed bodies. The statute modification requires that plats be reviewed and approved administratively. In the coming months, staff will bring a Land Development Code amendment to the Board and Council which revises our plat process to remove any Planning and Development Board or City Council-related approvals.

**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.

*Communication-* To engage, inform and educate public and staff

**FINANCIAL IMPACT**

This item is informational in nature.

**RECOMMENDED ACTION**

No action required.

**Attachments**

None