



CITY of CRESTVIEW

PLANNING AND DEVELOPMENT BOARD

PLANNING & DEVELOPMENT BOARD AGENDA

February 2, 2026

6:00 PM

COUNCIL CHAMBERS

1 **Call to Order**

2 **Pledge of Allegiance**

3 **Approve Agenda**

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

5 **Consent Agenda**

5.1 Approval for January 5, 2026 Planning and Development Board DRAFT Minutes

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

6.1 Ordinance 2018 Certified Recovery Residences

7 **Ordinances**

8 **Final Plats and PUDS**

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

10 **Action Items**

11 **Director 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 or 850-628-1560 option 2 within 48 hours of the scheduled meeting.



Staff Report

PLANNING AND DEVELOPMENT
BOARD MEETING DATE: February 2, 2026
TYPE OF AGENDA ITEM: Action Item

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 01/30/2026
SUBJECT: Approval for January 5, 2026 Planning and Development Board DRAFT Minutes

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

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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 a motion to approve the January 5, 2026, minutes.

Attachments

1. 01.05.2026 Planning & Development Board DRAFT Minutes

ORDINANCE:

Planning and Development Board
DRAFT Minutes
January 5, 2026
6:00 PM

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, Joseph Warren, Larry Medlock, alternates Sylvester Echols and Robert Bounds. The Deputy City Clerk, Natasha Peacock, and staff members were present. Board member Mr. Follmar was not in attendance.

2 **Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Roy.

3 **Approve Agenda**

Chair M. Roy requested that the Board take action to approve the Agenda.

A motion was made by Mr. Warren and seconded by Mr. Werth to approve the Agenda. Roll Call: Ayes: Michael Roy, Mario Werth, Joseph Warren, Larry Medlock, Sylvester Echols. Nays: None. all yeas, motion carried.

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

5 **Consent Agenda**

Chair M. Roy requested that the Board take action to approve the Agenda.

A motion was made by Mr. Warren and seconded by Mr. Werth to approve the Agenda.

Roll Call: Ayes: Michael Roy, Mario Werth, Sylvester Echols, Joseph Warren, Larry Medlock. Nays: None. all yeas, motion carried.

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

6. 6.1 Ordinance 2014 Magnolia Creeks Rezoning - Planned Unit Development

Planning Administrator Nick Schwendt presented Ordinance 2014 to the board. He informed the board that staff received the initial application for the Magnolia Creeks Phase 3 subdivision Planned Unit Development ("PUD") on October 9, 2025. All major comments have been addressed, and no substantial changes to the site development plans are expected at this time. Mr. Schwendt furthermore explained that the Magnolia Creeks Phase 3 PUD is the third phase of an existing project, Magnolia Creeks Phases 1 and 2, located at the southernmost end of Steeplechase Dr., and north of Interstate I-10. Magnolia Creeks Phases 1 and 2 were approved before the adoption of our latest code provisions regarding Planned Unit Developments. They were thereby approved as a PUD without going through the rezoning process. The project proposes a 52-unit single family residential subdivision upon a 22.27 acre portion of the overall property, located at parcel ID 28-3N-23-0000-0017-0010. The primary reason for the request of this PUD zoning is to allow narrower lots within the subdivision (40-foot minimum instead of the 50-foot minimum required by the Mixed Use zone) and setbacks, requesting 20' front, 5' side and 15' rear setbacks (as opposed to the current Mixed Use Zone, which requires a 7.5' side setback). These lot width and

setback changes are consistent with the first portion of the project, Magnolia Creeks Phases 1 and 2. The development scheme proposed herein is consistent with the first two phases of Magnolia Creeks, as well as the other surrounding subdivisions to the northeast. He then asked the Clerk to read Ordinance 2014 by title.

Deputy City Clerk Natasha Peacock read the Ordinance by title:

ORDINANCE: 2014

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 22.27 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 28, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE MIXED USE (MU) ZONING DISTRICT TO THE PLANNED UNIT DEVELOPMENT (PUD) 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.

Chair M. Roy asked for comments.

Mr. Jack Lynch, 137 Steeplechase Dr, inquired about the potential increase in traffic due to this expansion and expressed his reasons of why this ordinance should not be approved.

Mr. Milton Harris of 141 Steeplechase also voiced his displeasure of the Ordinance.

Discussion ensued.

Chair M. Roy asked for action.

A motion made by Mr. Werth, seconded by Mr. Medlock, recommending adoption by the City Council of Ordinance 2014.

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

6. 6.2 Ordinance 2015 - North Pearl Street Comprehensive Plan Amendment

Planning Administrator Nick Schwendt informed the board that on November 20, 2025, staff received an application to amend the comprehensive plan and zoning designations for property located at 1398 North Pearl Street. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Residential (R) and Single and Multi-Family Density Dwelling District (R-3), respectively. The application requests the Mixed-Use (MU) future land use designation for the property. The request for a comprehensive plan amendment will be presented to City Council via Ordinance 2015 on January 12, 2026 for the first reading. The subject property is currently developed for residential use and a development application has not been submitted. Based on the preliminary site plan submitted with the application, the property will continue to be used for residential purposes. Mr. Schwendt then asked the City Clerk to read Ordinance 2015 by title.

Deputy City Clerk, Natasha Peacock, read Ordinance 2015 by title:

ORDINANCE: 2015

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 RESIDENTIAL (R) TO MIXED-USE (MU) ON APPROXIMATELY 0.87 ACRES, MORE OR LESS, IN SECTION 8, 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.

Chair M. Roy asked for comments.

A motion made by Mr. Warren, seconded by Mr.Echols, recommending adoption by the City Council of Ordinance 2015.

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

6. 6.3 Ordinance 2016 - North Pearl Street Rezoning

Planning Administrator Nick Schwendt informed the board that on November 20, 2025, staff received an application to amend the comprehensive plan and zoning designations for property located at 1398 North Pearl Street. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Residential (R) and Single and Multi-Family Density Dwelling District (R-3), respectively. The application requests the Mixed-Use (MU) zoning designation for the property. The request for rezoning will be presented to City Council via Ordinance 2016 on January 12, 2026 for the first reading. The subject property is currently developed for residential use and a development application has not been submitted. Based on the preliminary site plan submitted with the application, the property will continue to be used for residential purposes.

Chair M. Roy asked for comments. He then asked the City Clerk to read Ordinance 2016 by title.

Deputy City Clerk Natasha Peacock read Ordinance 2016 by title:

ORDINANCE: 2016

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.87 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 8, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) 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.

Chair M. Roy asked for comments, but there were none. He then asked for action.

A motion made by Mr. Medlock, seconded by Mr.Echols, recommending adoption by the City Council of Ordinance 2016.

Roll Call: Ayes: Michael Roy, Mario Werth, Sylvester Echols, 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

12 Comments from the Audience

Chair M. Roy asked for comments from the public. There were none.

13 Adjournment

Chair M. Roy adjourned the meeting at 6:22 p.m.

Minutes approved this __ day of __, 2026.

Michael Roy, Chair

Natasha S. Peacock
City Clerk CMC
Proper Notice having been duly given



Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: February 2, 2026

TYPE OF AGENDA ITEM: PDB 1st Reading

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 01/30/2026
SUBJECT: Ordinance 2018 Certified Recovery Residences

BACKGROUND:

Last year, Florida Statutes Section 397.487 was amended to require municipalities to adopt an ordinance establishing procedures for the review and approval of certified recovery residences within their jurisdictions.

DISCUSSION:

The amendments to the statute include requirements for the ordinance to include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence. It requires a written application process, a date-stamp of the application upon receipt, and dictates the timelines and conditions related to review and approval of the application.

The attached ordinance amends the supplemental standards section of the Land Development Code to provide for the processes and timelines dictated by the amended statute.

GOALS & OBJECTIVES

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

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

No financial impact will result from this ordinance.

RECOMMENDED ACTION

Staff respectfully requests a motion to recommend approval of Ordinance 2018 to the City Council.

Attachments

1. Ordinance 2018 - Certified Recovery Residences

ORDINANCE 2018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA; CREATING SECTION 7.05.09 OF THE LAND DEVELOPMENT CODE TO UPDATE PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCE REQUESTS TO COMPLY WITH FLORIDA STATUTES; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, to comply with Section 397.487, Florida Statutes, the Land Development Code shall be amended to create a new section 7.05.09 which adds a procedure for the review and approval of Certified Recovery Residences, a procedure for the review and approval of reasonable accommodation requests, establish minimum application requirements, date-stamping requirements, and timelines for the review and approval of such applications.

WHEREAS, the City Council has determined that this ordinance is consistent with the adopted Comprehensive Plan and is in the best interest of the City and its citizens; and

WHEREAS, a public hearing has been conducted by the City Council after due public notice.

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

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is contained in Chapter 166.021, 163.3202, and other provisions of the Florida Statutes and the City Charter.

SECTION 2 – . CREATION OF SECTION 7.05.09 – CERTIFIED RECOVERY RESIDENCES, LAND DEVELOPMENT CODE.

7.05.09 – Certified Recovery Residences

A. Definitions. For purposes of this section alone, the following terms are defined as follows:

1. *“Acts”* shall mean the Fair Housing Amendments Act of 1988, 42 U.S.C. § 3601, et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. § 12131, et seq.
2. *“Applicant”* means the owner, operator, or authorized agent of a Certified Recovery Residence, or a disabled individual seeking a reasonable accommodation.
3. *“Certified Recovery Residence”* means a dwelling that holds a valid certificate of compliance from a credentialing entity per section 397.487, Florida Statutes and is actively managed by a Certified Recovery Residence administrator. A Certified Recovery Residence provides peer-supported, alcohol-free and drug-free living environment for individuals in recovery from substance use disorder. A Certified Recovery Residence provides no clinical, medical, counseling, or treatment services, and is not a licensed treatment facility under section 397.407, Florida Statutes, or a community residential home under section 419.001, Florida Statutes. A Certified Recovery Residence operates as a single housekeeping unit and may not serve as a business office, intake center, administrative headquarters, or provide on-site services beyond peer-based support.

4. "*Certified Recovery Residence Administrator*" means an individual certified pursuant to section 397.4871, Florida Statutes, who is responsible for managing the Certified Recovery Residence.
 5. "*Code*" means the City of Crestview Land Development Code.
 6. "*Disabled*" means an individual who has a history of or is currently in recovery from a substance use disorder and is therefore considered a person with a disability under the Acts. The term includes only those individuals who are sober and in recovery and does not include individuals whose impairment consists solely of mental illness, developmental disability, physical disability, or any condition unrelated to substance use disorder.
 7. "*Oxford House*" means a Peer Run Recovery Residence that is part of the Oxford House, Inc. network. An Oxford House is peer governed, places no time limit on residency, operates as a democratic system and utilizes self-support to pay all the household expenses. Sanctioned by Congress, each Oxford House is operated in accord with the Oxford House Manual and is not governed this section of the Code.
 8. "*Peer-Run Recovery Residence*" means a dwelling unit occupied by individuals in recovery from substance use disorder that operates as a democratically self-governed household without on-site staff, provides no clinical treatment or personal care services, maintains an alcohol-free and drug-free environment, and is supported and managed exclusively by the residents themselves pursuant to written or customary house rules, including rules for admission, expulsion, conflict resolution, and shared financial responsibility. Peer-Run Recovery Residences are not governed by this section of the Code.
 9. "*Reasonable Accommodation*" means a modification or waiver of a land use regulation found within the Code necessary to afford equal housing opportunity under FHAA and ADA.
 10. "*Residential Treatment Facility*" means a building or group of buildings, whether operated for profit or not-for-profit, that provides on-site clinical, medical, counseling, therapeutic, detoxification, rehabilitative, or behavioral health treatment services to individuals with substance use disorder, mental illness, co-occurring disorders, or related behavioral health conditions, and which employs staff, supervisors, clinicians, or treatment personnel to provide such services on a residential or live-in basis. The term includes, but is not limited to, residential treatment programs, inpatient rehabilitation facilities, detoxification programs, therapeutic communities, re-entry treatment centers, and any residential program required to obtain or maintain licensure under Chapter 397, Florida Statutes, or comparable treatment licensure in any other jurisdiction. A Residential Treatment Facility is an institutional use and is not: (1) a Certified Recovery Residence under section 397.487, Florida Statutes; (2) a Peer-Run Recovery Residence or Oxford House-type home; (3) a Community Residential Home under section 419.001, Florida Statutes; or (4) a dwelling unit used solely for non-clinical recovery housing without on-site treatment services.
- B. A Certified Recovery Residence shall not be established within 1,000 feet of any other Certified Recovery Residence that is owned, operated, managed, controlled, franchised, or otherwise affiliated with the same owner, operator, parent company,

controlling entity, partner, joint-venture, or any entity under common ownership or control. This spacing requirement applies solely to the concentration of business operations and shall not be construed to impose spacing limitations on Certified Recovery Residences generally or on housing for persons who are recovering from a substance use disorder and hence disabled.

C. The Planning & Zoning Division, or successor agency, shall be the central intake point for filing all applications and supporting documents for Certified Recovery Residences within the municipal boundaries of the City of Crestview.

D. Certification.

1. Prior to commencing operations, a Certified Recovery Residence shall submit:

- a. A copy of its current certification under section 397.487, Florida Statutes;
 - b. Written documentation evincing that a certified administrator operates the Certified Recovery Residence;
 - c. The property address and parcel identification number for the Certified Recovery Residence;
 - d. A safety plan addressing parking, noise, and emergency contact procedures;
 - e. The name and contact information of the Applicant or the Applicant's authorized representative;
 - f. A sworn statement affirming that no treatment is or will be provided on site; and
 - g. The 24/7 contact information for the operator of the Certified Recovery Residence.
2. Filing of the Certification does not constitute a zoning approval or a development order.
3. Misrepresentation on a Certification application is a code violation subjecting the Certified Recovery Residence to code enforcement and civil action.
4. For the Certification, the City shall not require medical records, diagnoses, treatment histories, drug test results, or proof of individual disability.

E. Reasonable Accommodation Application.

1. An application for a Certified Recovery Residence Reasonable Accommodation Application shall include:
 - a. All of the information required for the Certification, and
 - b. A description of the accommodation requested and the specific regulation or policy from which relief is sought ("Reasonable Accommodation"),

2. Date-stamp. The Planning & Zoning Division shall date-stamp each application for a Certified Recovery Residence upon receipt. If additional information is required, the Planning & Zoning Division shall notify the Applicant in writing within the first thirty (30) days after receipt of the application and allow the Applicant at least thirty (30) days to respond. A sworn statement affirming that no treatment is or will be provided on site; and
3. Final written determination. The Planning & Zoning Division shall issue a final written determination on the application within sixty (60) days after receipt of a completed application. The determination shall:
 - a. approve the request in whole or in part, with or without conditions; or
 - b. deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.
 - c. If a final written determination is not issued within sixty (60) days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time.

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 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 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 ORDINANCES. Ordinances, or parts of ordinances 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 by the City Council of Crestview, Florida on the 23rd day of February, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 23rd day of February, 2026.

J. B. Whitten
Mayor