



# CITY of CRESTVIEW

COMMUNITY REDEVELOPMENT AGENCY

## CRA Regular Meeting

April 27, 2026

5:00 PM

Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Open Policy Making and Legislative Session
4. Approve Agenda
5. Presentations and Reports
6. Consent Agenda
  - 6.1. Approval of the CRA meeting minutes from February 9, 2026.
7. Action Items
  - 7.1. Budget Amendment - Sidewalk Staining
8. CRA Director Report
  - 8.1. General CRA Update
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 Natasha S Peacock, City Clerk at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org) or 850-628-1560 option 2 within 48 hours of the scheduled meeting.

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ONEMISSION**





# Staff Report

CRA MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Natasha Peacock, City Clerk  
DATE: 04/23/2026  
SUBJECT: Approval of the CRA meeting minutes from February 9, 2026.

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## **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:

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**

N/A

#### **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the CRA Meeting Minutes of February 9, 2026.

#### **Attachments**

1. 02092026\_CRA\_Minutes Draft

**CITY OF CRESTVIEW  
COMMUNITY REDEVELOPMENT AGENCY  
SPECIAL MEETING MINUTES**

**February 9, 2026**

**5:00 P.M.**

**Council Chambers**

**1. CALL TO ORDER**

The Special Meeting of the Crestview Community Redevelopment Agency was called to order at 5:30 p.m. by Vice-Chair Doug Capps.

Board members present: Sylvester Echols, Brandon Frost, Dusty Allison, Shannon Hayes, and Traci Spencer-Medlock.

Also present: City Manager Jessica Leavins, City Clerk Natasha Peacock, CDS Director Barry Henderson, City Attorney Jonathan Holloway, and staff members.

**2. PLEDGE OF ALLEGIANCE**

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

**3. OPEN POLICY MAKING AND LEGISLATIVE SESSION**

Vice-Chair Doug Capps declared a quorum was present.

**4. APPROVE AGENDA**

Vice-Chair Doug Capps called for action.

Motion by Board Member Traci Spencer-Medlock and seconded by Board Member Brandon Frost to approve the agenda, as presented.

**Roll Call:** Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**5. PRESENTATIONS AND REPORTS**

None.

**6. CONSENT AGENDA**

Vice-Chair Doug Capps called for action.

Motion by Board Member Shannon Hayes and seconded by Board Member Traci Spencer-Medlock to approve the Consent Agenda, as presented.

**Roll Call:** Ayes: Doug Capps, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock, Sylvester Echols. All ayes. Motion carried.

**6.1.** Approval of the Special Joint City Council and CRA Meeting Minutes of August 25, 2025

**6.2.** Approval of the Special CRA Meeting Minutes of September 29, 2025

**7. ACTION ITEMS**

**7.1.** CRA Grant – Arts & Learning Center

Strategic Initiatives Director (SID) Nicholas Schwendt informed the Board that around the middle of last year, the City began leasing the building at 189 N. Main Street. After staff cleared out the building, they began the process of preparing to improve the interior to convert the building into the Arts & Learning Center.

Throughout June and July 2025, staff received three quotes for the necessary improvements to the building. On August 11, 2025, the City Council approved the remodel project to be awarded to Shepherd Development LLC, who submitted the lowest bid at \$126,650.00. A separate quote for electrical work was also approved at \$43,000.00, bringing the total project cost to \$169,650.00.

Upon commencing demolition, the contractor discovered substantial termite damage and subsequent structural damage. On September 2, 2025, the contractor retained Apex Engineering Group to evaluate the damage and provide a structural assessment. The total cost of the required structural improvements was determined to be \$145,800.00.

The City entered into discussions with the property owner regarding the required improvements. The property owner subsequently applied for a CRA Code Compliance Grant to cover fifty percent of the required improvement cost, totaling \$72,900.00. Because the project was already underway with the competitively selected contractor, staff determined it was logical to waive the CRA Code Compliance Grant Application requirement for three quotes on items greater than \$7,500.00, citing time efficiencies associated with continuing with the existing contractor.

Staff respectfully requested a motion to waive the CRA Code Compliance Grant Application requirement for three quotes for project costs greater than \$7,500.00.

There was a brief discussion.

Vice-Chair Doug Capps called for action.

Motion by Board Member Dusty Allison and seconded by Board Member Sylvester Echols to waive the CRA Code Compliance Grant Application requirement for three quotes for project costs greater than \$7,500.00.

**Roll Call:** Ayes: Doug Capps, Sylvester Echols, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

## 8. CRA DIRECTOR REPORT

Nicholas Schwendt, Strategic Initiatives Director, presented the Board with the CRA Director's Report. Mr. Schwendt provided a summary of 2025 accomplishments and upcoming initiatives.

Mr. Schwendt reported that since the transition of the CRA into the Community Development Services department, staff has focused on establishing operations. He noted three new events introduced in 2025: Food Truck Fridays, the Mardi Gras event, and the Christmas Village event. Food Truck Fridays proved very popular; the Mardi Gras parade exceeded attendance expectations; and the Christmas Village served as a means to beautify Twin Hills Park during the holiday season while building partnerships with local schools and trade programs. Staff also deepened its partnership with the Main Street Association to enhance existing events and provide more unique experiences for all ages.

Key metrics shared included:

- 16 sponsors for the Christmas Village building facades
- Average of 77 vendors at Food Truck Friday events
- 20 vendors at market events
- 55 vendors across other City events

Mr. Schwendt highlighted the Downtown Activation Roadmap Tactic (DART), a data-driven roadmap funded by grant dollars, developed to contribute to the vibrancy and targeted growth of the CRA area. The plan incorporates demographic and market data, public input from the Chamber and community leaders, outreach at community events, and youth engagement through outreach at Crestview High School. Staff has already begun implementing recommendations from the DART, including the Downtown Grant Program, expanded downtown programming and events, and the Twin Hills Multi-use Path project.

Mr. Schwendt also reported on Land Development Code and Code of Ordinances amendments made during 2025, including: additional requirements for new development in the downtown area on Main Street to align with existing development patterns; a prohibition on large commercial truck traffic on Main Street to protect streetscape improvements; and restrictions on e-bike traffic in the downtown area.

For business development, two beautification grants were awarded: one to Bloom Beauty Bar for a mural and awnings, and one to Be a Lion for signage and awnings. Mr. Schwendt noted continued progress on the Fox Theater project and reported new development interest, including an application from Alga Brewery and a building permit application to remodel the Crestview Hardware Store into a restaurant.

Looking ahead, Mr. Schwendt noted the following upcoming items: the bid opening for the Main Street Sidewalk Staining Project; receipt of CDBG plan approval, which includes the design of the Twin Hills Multi-use Path and security cameras for Wilson Street Park; continued identification of sidewalk and mobility projects downtown; and preparations for hosting the America 250 parade celebration for Okaloosa County.

There was a brief discussion following Mr. Schwendt's report.

## **9. CITY MANAGER / CRA ADMINISTRATOR REPORT**

### **9.1. CRA Report**

## **10. COMMENTS FROM THE BOARD**

Vice-Chair Capps called for comments from the Board.

Board Member Traci Spencer-Medlock informed the Board that the previous week, Florida Main Street hosted a visit to Crestview — the first such visit in approximately ten years. Main Street Directors from throughout Florida were given a tour of the downtown area and offered compliments on its appearance and decorations.

City Manager Jessica Leavins noted that it was refreshing to hear, during the Florida Main Street visit, how much the collaboration and communication between the City and the Main Street Association had improved — to the point where representatives from other agencies expressed admiration.

Board Member Shannon Hayes offered commendation to Main Street, stating that the organization has done a fantastic job and has helped to put Crestview on the map. He noted that residents and visitors he has spoken with are consistently impressed by the downtown area and optimistic about its future.

Vice-Chair Capps called for any further comments. There were none.

**11. COMMENTS FROM THE AUDIENCE**

Vice-Chair Doug Capps called for comments from the public. There were none.

**12. ADJOURNMENT**

There being no further business, Vice-Chair Capps adjourned the meeting at 5:26 p.m.

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
**Natasha S. Peacock, CMC**

City Clerk

Proper notice having been duly given.



# Staff Report

CRA MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Nicholas Schwendt, Strategic Initiatives Director  
DATE: 04/23/2026  
SUBJECT: Budget Amendment - Sidewalk Staining

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## **BACKGROUND:**

As the City proceeded with the Main Street Streetscape improvement project, it was anticipated that staining the sidewalks upon completion of the project would be the most economical way to preserve our investment and enhance the aesthetics of the district. As of late, it was determined that more efficient, focused efforts may be more economical and allow other projects to be completed.

## **DISCUSSION:**

As the Main Street Streetscape Improvement project came to an close, staff began to evaluate the potential to stain the sidewalks of Main Street and its associated side streets. Upon further discussion and evaluation with our Project Management staff, and the streets and stormwater division of the Public Services department, it was determined that it would be more efficient and economical to periodically clean the sidewalks, either ourselves or via a continuing services contract, rather than stain them. The following points outline the main reasons supporting this decision:

- Sidewalk staining only remains viable for a period of 3 to 5 years in optimal conditions before needing to be reapplied.
- The cost to stain the sidewalks is greater than the cost associated with cleaning the sidewalks on a regular basis for the same period of time. The bids received came in over budget, despite the budget being increased this previous year.
- Repair of damage to sidewalks will disrupt the consistency of stain appearance and detract from the aesthetics of the district, rather than enhancing them.
- Differences in the cured state of the existing sidewalks may serve to create an inconsistent appearance if the stain were to be applied now, prior to any sections requiring repair.

As a result, staff is requesting that the board does not move forward with the sidewalk staining project.

Upon initiating design for the Twin Hills Multi-Use path project, staff found that the anticipated cost of construction for the path was substantially similar to the amount budgeted for the sidewalk staining. The design for the path is expected to be completed July of this year, and designated funding for the construction of the path would allow construction to begin this year and get done sooner. The Twin Hills Multi-Use path has been included within the CRA Master Plan since at least 2017 and the City's Strategic Plan focus areas of mobility and community character. Staff sees this as a great opportunity to complete a long-desired project that will provide safer, more efficient pedestrian and multimodal access to Twin Hills Park, thereby tying the park more intentionally into the core CRA district.

Staff is requesting that the CRA budget be amended to reallocate the funding for the sidewalk staining project to the construction of the Twin Hills Multi-Use Path.

### **GOALS & OBJECTIVES**

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

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**

The estimated cost of construction for the Multi-Use path is comparable to the amount budgeted for the sidewalk staining project. This will result in a neutral financial impact, as no additional funding is being requested at this time.

### **RECOMMENDED ACTION**

Staff respectfully requests a motion to amend the CRA budget to reallocate the \$320,000 for sidewalk staining to the construction of the Twin Hills Multi-Use Path.

### **Attachments**

1. Multi-Use Path Cost Estimate



ENGINEER'S OPINION OF PROBABLE COST INDUSTRIAL DRIVE - SHARED USE PATH

PAY ITEM NO.	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	PRICE
<u>BASE CONSTRUCTION</u>					
0101-1	MOBILIZATION	LS	1	10%	\$ 27,893.89
0102-1	MAINTENANCE OF TRAFFIC	LS	1	\$ 1,500.00	\$ 1,500.00
0104-10-3	SEDIMENT BARRIER	LF	960	\$ 3.00	\$ 2,880.00
0110-1-1	CLEARING AND GRUBBING	LS(AC)	1.14	\$ 10,000.00	\$ 11,400.00
0120-2-2	BORROW EXCAVATION, TRUCK MEASURE	CY	4,400.0	\$ 40.00	\$ 176,000.00
0120-71	REGULAR EXCAVATION	CY	350.0	\$ 10.00	\$ 3,500.00
0160-4	TYPE B STABILIZATION	SY	1,217	\$ 9.00	\$ 10,953.00
0285-706	OPTIONAL BASE, BASE GROUP 6	SY	1,426	\$ 26.00	\$ 37,076.00
0334-1-52	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC B, PG 76-22 (2" FOR SHARED USE PATH)	TN	112.0	\$ 200.00	\$ 22,400.00
0527-2	DETECTABLE WARNING	SF	2	\$ 44.00	\$ 88.00
0570-1-1	PERFORMANCE TURF	SY	5,508	\$ 2.00	\$ 11,016.00
0700-1-11	SINGLE POST SIGN	EA	2	\$ 554.00	\$ 1,108.00
0711-16-201	THERMOPLASTIC, STANDARD-OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.173	\$ 5,884.00	\$ 1,017.93
ACCUMULATED TOTAL					\$ 306,832.83
CONTINGENCY 10%					\$ 30,683.28
CONSTRUCTION TOTAL					\$ 337,516.11
ENGINEERING (DESIGN)					10% \$ 33,751.61
SURVEY AND GEOTECHNICAL					3% \$ 10,125.48
CONSTRUCTION ENGINEERING INSPECTION (CEI)					10% \$ 33,751.61
GRAND TOTAL =					\$ 415,144.81

<u>OPTIONAL CONSTRUCTION</u>					
0334-1-52	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC B, PG 76-22 (2" FOR SHARED USE PATH)	TN	-112.0	\$ 200.00	\$ (22,400.00)
0523-3	PATTERN PAVEMENT	SY	1,010,000	\$ 250.00	\$ 252,500.00
ADDITIONAL COST FOR OPTIONAL CONSTRUCTION =					\$ 230,100.00