

**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 Shephard 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 27<sup>th</sup> day of April, 2026.



Chair



**Natasha S. Peacock, CMC**

City Clerk

Proper notice having been duly given.