



CITY COUNCIL REGULAR MEETING
June 8, 2026
6:00 PM
COUNCIL CHAMBERS

1. Call to Order

2. Invocation, Pledge of Allegiance

2.1. Mr. Eric Coley of Woodlawn Baptist Church

3. Open Policy Making and Legislative Session

4. Approve Agenda

5. Presentations and Reports

6. Consent Agenda

6.1. Task Order- John King Utilities Relocation

6.2. Task Order - Barge Utility Modeling On Call

6.3. Task Order- Fallen Heroes Way Utility Design

6.4. Change Order #2 Bypass Lift Station Talcon

6.5. Task Order 2022-05 RIB 6-9: Amendment #1

6.6. Changer Order #1 RIB 6-9: Green Energy

6.7. Task Order- Ardurra General Services 2026-01

6.8. Interagency agreement between Santa Rosa County SO and Crestview PD

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1. Ordinance 2021 Antioch Road Comp Plan Amendment

8.2. Ordinance 2022 Antioch Road Rezoning

8.3. Ordinance 2023 Live Oak Church Road Annexation

8.4. Ordinance 2024 Live Oak Church Road Comp Plan Amendment

8.5. Ordinance 2025 Live Oak Church Road Rezoning

9. **Resolutions**

9.1. Resolution 2026-12 – SHIP LHAP Adoption

10. **Action Items**

10.1. Tiny Town Park Buildings

11. **City Clerk Report**

12. **City Manager Report**

12.1. City Manager Updates

13. **Comments from the Mayor and Council**

14. **Comments from the Audience**

15. **Adjournment**

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a white card. The card must be submitted to the Mayor or Mayor Pro Tem. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. 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 Peacock, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Allen Hallford, Kyle Lusk, Carlos Jones, Director
DATE: 06/04/2026
SUBJECT: Task Order- John King Utilities Relocation

BACKGROUND:

John King Road is a County maintained right-of-way. The County is adding an additional lane from HWy 85 to Live Oak Church Road. This improvement requires relocating the utilities are affected.

Barge was selected as a provider of Professional Services, such as this, through the RFP process earlier this fiscal year.

DISCUSSION:

The City and County have worked for multiple years on this project. The City had Barge finalized our utility relocation plans in late 2024. However, the timing of the road project was uncertain, so we did not move forward with bidding out the plans.

The County will bid the project in Summer 2026. This task order is for Barge to perform bidding and CEI services for the City's portion. This puts us in line with the County's construction timeline for the overall project.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

The cost is \$90,641 and the funds are available from Resolution#2026-08 in the 440-1633-533.63-00 account.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Barge task order.

Attachments

1. Crestview-38164XX-John King Road CEI Package-May 2026



Task Order No. 2026-____
John King Road CEI
City of Crestview, Florida
May 27, 2026

This Task Order, effective the date last signed below, by and between City of Crestview, Florida (**City**) and Barge Design Solutions, Inc. (**Barge**) for the John King Road CEI (Project) in accordance with the terms and conditions of the Continuing Services Contract for Professional Services dated April 6, 2026, all of which terms and conditions are incorporated herein by reference.

The Project is described in **Exhibit A – Scope of Services**, attached.

For performance of the Project authorized under this Task Order, the **City** agrees to pay **Barge** for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with **Exhibit B – Schedule of Standard Charges**, dated April 16, 2026. The estimated cost to perform the scope of work as defined in **Exhibit A** is \$90,641.00. The budget status will be summarized monthly in our progress report and invoice submittal.

City of Crestview, Florida	Barge Design Solutions, Inc.
By:	By: 
Printed Name:	Printed Name: Kevin W. Kennoy, P.E.
Title:	Title: Vice President
Address:	Address: 600 Grand Boulevard, Suite 203 Miramar Beach, FL 32550
Date Signed:	Date Signed: May 27, 2026

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for City Of Crestview (City) including bid phase and construction phase services for the John King Road CEI Services project in accordance with the Continuing Services Contract (Agreement) dated April 6, 2026. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation
- V. Additional Services

I. Project Description

The City of Crestview Public Services Division has existing water and sewer infrastructure within the limits of the proposed roadway widening of John King Road, as planned by the board of county commissioners of Okaloosa County, Florida and depicted on plans prepared by Mott MacDonald. The City of Crestview hired Barge Design Solutions to design the relocation of water and sewer infrastructure to accommodate the construction of the John King Road Improvements.

The length of the project is approximately 2,000 linear feet, and the City of Crestview has gravity sanitary sewer main along the route as well as water mains on the north and south side of the roadway.

The scope of the utility relocation includes but is not limited to the following improvements:

- Approximately 1200 LF 12" PVC Water Main
- Approximately 200 LF 6" PVC Water Main
- Approximately 80 LF 6" Certa-Lok PVC Pipe for directional bore
- 68 LF 12" steel casing pipe for directional bore

II. Scope of Services

The scope of services is summarized into the following major tasks:

- Task 1 – Project Management
- Task 2 – Bid Phase Services
- Task 3 – Construction Phase Services
- Task 4 – Resident Project Representative

The following sections provide a description of the purpose, activities, deliverables, and assumptions anticipated for each of the tasks.

Task 1 – Project Management

Barge will plan, manage, and execute the work in accordance with the schedule and budget established herein. The project management task will generally include the following activities:

- Facilitate project initiation meeting with City to identify key project stakeholders for distribution of project information, discuss pertinent data, project staffing and organization, and present project work plan and initial schedule.
- Perform general project management duties including supervising and coordinating the project team and monitoring of project progress, costs, schedule, and work to complete.
- Coordinate regular status meetings with City staff, prepare meeting agenda, and prepare meeting summaries with action items and decisions. These meetings will occur as part of each project task.
- Prepare and submit monthly invoices and project status reports. Communicate potential scope changes, schedule impacts, and cost risks to allow for timely guidance from City staff to manage change.

Deliverables:

The following deliverables will be provided as part of this task:

- Project Initiation Meeting Agenda and Summary
- Meeting Agenda and Summaries
- Monthly Progress Reports and Invoices

Assumptions:

The following assumptions are applicable to the above scope of services:

- The project is assumed to include a 3-month bidding/award period, and a 7-month construction period.
- MS Teams and other similar tools will be used to when possible minimize travel time and other expenses for all tasks.

Task 2 – Bid Phase Services

The bid phase services anticipated include providing bid documents for advertisement, responses to bidder inquiries, preparation of addenda, and review of bids as summarized below:

- Prepare Bid package including front-end documents, that will incorporate the utility relocation plans and technical specifications based off Barge or Engineers Joint Contract Documents Committee (EJCDC) templates. Coordinate draft copy with City and adjust as required to finalize documents.
- Attend pre-bid meeting, including site-walk, with the City and prospective bidders.
- Assist the City with responses to bidder questions and the preparation of addenda. If needed, issue addenda to prospective bidders after approval by City Purchasing.
- Participate in Bid Opening and prepare Bid Tabulation.
- Assist the City with review of contractor bid packages for responsiveness and qualification, contact references of apparent low bidder, and provide recommendation for award.
- Following award of construction contract, prepare an electronic (PDF) set of conformed documents for execution and use during construction. This consists of incorporating all addenda issued on the project into the drawings and specifications, as well as incorporating all information submitted with the bid by the successful bidder.

Deliverables:

- Bid Package for Advertisement
- Responses to bidder questions, addenda, and bid review summary and recommendation as required
- Recommendation to award letter

- Conformed contract documents – six full-size hard-copy plan sets; four half-size hard-copy plan sets; six hard-copy specifications; and one electronic copy of plans and specs in PDF format

Assumptions:

- The bid phase is assumed to be three months.
- Pre-qualification of contractors is not required.
- One bid package and one bid opening are included.

Task 3 – Construction Phase Services

The following construction phase support services are anticipated, to assist the City in implementing the construction contract.

- Attend pre-construction meeting with City and the Contractor's representatives.
- Attend monthly progress meetings with City and the Contractor's representatives to provide engineering support for field issues; prepare meeting agenda and summaries.
- Review Contractor's project status reports, monthly pay applications, and change order log.
- Perform periodic site visits to review site conditions to review materials and workmanship used on the project for general conformance with the contract documents.
- Review up to 10 Contractor submittals for compliance with the specifications and drawings.
- Respond to up to 10 Contractor requests for information (RFI), issue clarifications and interpretations of the contract documents as necessary and maintain an RFI log.
- Review test plans and witness field performance and acceptance tests specified in the construction specifications.
- Coordinate the services of qualified representatives of equipment manufacturers for training City operations and maintenance staff on newly installed equipment and features.
- Perform one-day pre-final inspection and prepare construction punch list at Substantial Completion.

- Conduct one-day final inspection to verify completion of punch list and other items.
- Incorporate Contractor's red-line markups into the electronic drawing files to capture field changes or adjustments made during the execution of the work for development of record drawings.
- Review Contractor closeout documents for completion, including O&M documents, certificates of completion, warranties, etc.

Deliverables:

- Monthly construction progress meeting agenda, sign-in sheet, and meeting summary
- Contract correspondence, including as applicable: comments on submittals, clarifications, responses to RFIs, and site visit reports
- Review of contractors monthly Pay App
- Punch list at Substantial Completion
- Record drawings – electronic version (in PDF format).

Assumptions:

- Monthly Progress meetings will be via MS Teams.
- The construction phase will start in 2026 and is anticipated to take 7 months, with 4 months of onsite construction requiring site visits.
- Periodic site visits are anticipated approximately two times per month during heavy onsite construction activities.
- Barge's review of submittals shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto. It has been assumed that review time will be limited to the initial submittal and one resubmittal for each separately submitted item.
- City- or contractor-directed changes that require design support during construction are not anticipated; such services can be provided as additional services to this proposal.
- No startup and commissioning services are anticipated.

- All concrete, earthwork, and structural steel testing will be furnished by others.
- Any field construction stake-out surveying or as-built surveying is by others.
- By performing the construction phase services, Barge shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences or procedures of construction. Barge shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
- Barge shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Barge 's employees or agents) at the site or otherwise furnishing or performing any of the Contractor's work.

Task 4 – Resident Project Representative

The following Resident Project Representative (RPR) services are included to assist the City in implementing the construction contract.

Provide part time RPR at periodic intervals to observe the Contractor's work and perform the services listed below:

- Conduct onsite observations of the general progress of the work to determine if the work is proceeding in accordance with the construction contract documents.
- Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies that do not conform to the construction contract documents.
- Coordinate onsite materials testing services during construction.
- Assist with coordination of construction activities that may affect normal facility operations and serve as liaison between the Contractor and the City. Review Contractor work plans for any impact to facility operations.
- Monitor work-site integrity, such as subsurface and physical conditions, existing structures, and site-related utilities when such utilities are exposed.
- Maintain log of significant weather events that may cause the Contractor a work delay; include in construction progress reports.

- Submit weekly construction progress reports containing summary of the Contractor's progress, general condition of the work, problems, and resolutions or proposed resolutions to problems.
- Review Contractor red-line markups of any field changes encountered.
- Attend substantial completion walkthrough of the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project.
- Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed.

Deliverables:

- Daily reports submitted on a weekly basis

Assumptions:

- The RPR services are based on an 4-month construction period (remainder of construction contract time includes equipment submittals and lead time) and three half days (12 hours) per week of representation (192 hours total).
- The RPR shall not have responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of Barge. This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or condition.
- Special Inspections (if needed) are not included and are assumed to be separately contracted by the City.

III. Project Schedule

Total duration to completion is expected to be 10 months. This allows for 3 months for the bid phase and 7 months for the construction phase. In the construction phase it is estimated that 4 months will be construction and the remaining 3 will be mobilization and close out.

Barge and City are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

IV. Compensation

For performance of the Project authorized under this Task Order, City agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with Exhibit B – Schedule of Standard Charges. The Not-to-Exceed budget to perform the scope of work as defined in Exhibit A is estimated to be \$90,641.00. The budget status will be summarized monthly in our progress report and invoice submittal.

Barge will be permitted to move budget between project tasks so long as the total fee is not exceeded. Barge will notify the City if the work is projected to exceed the cost ceiling for this project and will request a contract amendment as appropriate.

V. Additional Services

Additional engineering support services, including but not limited to the items listed below, can be provided upon request and approval of detailed scope and fee by the City.

- Preparation of Bid advertisement
- Additional meetings with local, state, or federal agencies to discuss the Project beyond those indicated in the basic services.
- Supplemental engineering work required to meet the requirements of regulatory or funding agencies that become effective subsequent to the date of this agreement.
- Services for making revisions to Drawings and Specifications made necessary by the acceptance of substitute materials or equipment other than “or-equal” items proposed by the General and/or Construction Contractor(s); and services after the award of the Contract(s) for evaluation and determining the acceptability of substitutions proposed by the Contractor.
- Assistance in connection with bid protests, re-bidding, or renegotiating contracts for construction, materials, equipment, or services of the project.
- Preparation for litigation, arbitration, or other legal or administrative proceedings; and appearances in court or at arbitration sessions in connection with bid protests, change orders, or construction incidents.
- Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, City's schedule, character of

construction, or method of financing; design changes initiated by the City after City's acceptance of Basis of Design Preliminary Engineering Report; and revising previously accepted studies, reports, drawings, specifications, or contract documents when such revisions are required by changes in laws and regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer 's control.

- Involvement with and responding to a formal Value Engineering review conducted by a third party. Revisions of design, drawings, and specifications arising from the formal third-party Value Engineering review which cause changes in the general scope, extent, or character of the Project, including but not limited to changes in size, complexity, City's schedule, character of construction, or method of financing.
- Preparing additional bidding documents or contract documents for alternate bids or prices requested by the City for the Work or a portion thereof.
- Determining the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
- Redesign and rebidding the Project in the event the City does not accept bids on the original advertisement of the construction contract.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work by the Contractor, (3) acceleration of the progress schedule involving service beyond normal working hours, (4) default by Contractor, and (5) failure of the Contractor to complete the work within the construction contract time.
- Providing permitting assistance beyond the level of effort outlined in Basic Services.
- Providing Construction Phase Services and/or Resident Project Representative Services beyond the assumed construction contract times and beyond the assumed level of effort outlined in basic services.
- Other services performed or furnished by Engineer not otherwise provided for in this Agreement.

BARGE DESIGN SOLUTIONS, INC.

EXHIBIT B SCHEDULE OF STANDARD CHARGES

The following hourly rates apply for personnel of BARGE and its wholly owned subsidiaries for time properly chargeable to the work for the City of Crestview.

Hourly Rate Schedule

Classification	Hourly Rate
Engineering Associate I/Architecture Associate/Scientist	\$146.00
Engineering Associate II	\$157.00
Engineering Associate III	\$168.00
Professional Engineer I/Project Scientist	\$178.00
Professional Engineer II/Registered Architect	\$189.00
Sr. Professional Engineer I/Construction Manager	\$211.00
Sr. Professional Engineer II	\$222.00
Landscape Architect Intern	\$146.00
Landscape Architect	\$211.00
Landscape Architect II	\$233.00
Sr. Landscape Architect	\$254.00
Sr. Scientist	\$254.00
Sr. Professional Engineer III/Sr. Registered Architect	\$265.00
Sr. Professional Engineer IV	\$297.00
Sr. Technical Specialist	\$319.00
Sr. Technical Leader/Quality Control	\$330.00
Administrative Assistant	\$119.00
Office Administrator	\$130.00
Senior Administrative Manager	\$178.00
Project Administrator	\$135.00
Senior Project Administrator	\$151.00
Resident Project Representative I	\$130.00
Resident Project Representative II	\$146.00
Resident Project Representative III	\$162.00
CAD Technician I/GIS Specialist I	\$135.00
CAD Technician II/GIS Specialist II	\$157.00
Designer I	\$141.00
Designer II	\$162.00
Designer III/Sr. Specialist	\$184.00
BIM Manager/Geospatial Solutions Developer	\$211.00
Project Manager I/Engineering Manager I	\$254.00
Project Manager II/Engineering Manager II	\$281.00
Sr. Project Manager	\$341.00
Principal-In-Charge/Technical Advisor	\$375.00

Senior Officer	\$395.00
2-Man Survey Crew	\$206.00
3-Man Survey Crew	\$314.00
Survey Technician	\$114.00
Survey Party Chief	\$135.00
Registered Land Surveyor	\$211.00
Sr. Registered Land Surveyor	\$254.00

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until September 30, 2028, after which the rates may be adjusted annually based on the average salary adjustment to Barge employees.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk, Carlos Jones, Director, Allen Hallford
DATE: 06/04/2026
SUBJECT: Task Order - Barge Utility Modeling On Call

BACKGROUND:

This task order is connected to the ongoing efforts to build a functional water & sewer model. We utilize the same task order to assist with parts of the development review process. New subdivisions are added to the existing utility models and checked to ensure that serving the new area will not cause issues for nearby properties.

Previously there were two, a Sewer Modeling On-call and a Water Modeling On-call. It was decided to combine them into a single Utility Modeling On-call for efficiency.

Barge was selected as a provider of Professional Services, such as this, through the RFP process earlier this fiscal year.

DISCUSSION:

This task order is to add new projects to the water & sewer models. This includes lift station upgrades, new subdivisions, new apartment complexes, new large commercial sites, new wells, and new water towers. These additions include completing analysis to ensure they do not reduce service to neighboring customers. We use this during the development review process and our system improvement design processes.

The cost of the task order is up to \$20,000. The amount charged per model comparison depends on the size of the project and how long the model change and analysis take. The hourly rates are in Exhibit B.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these 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

FINANCIAL IMPACT

The cost of this task order is up to \$20,000. The last on-call task orders took multiple budget years to exhaust the funds. The funds are available in the 440-0510-519.31-03 account.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Barge Utility Modeling On-call task order.

Attachments

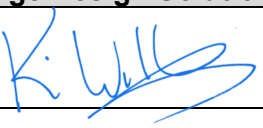
1. On-Call Water and Wastewater Modeling Task Order Package 5-15-2026 TO 2026-02



This Task Order, effective the date last signed below, by and between City of Crestview, Florida (**City**) and Barge Design Solutions, Inc. (**Barge**) for the **On-Call Water and Wastewater Modeling** (Project) is in accordance with the terms and conditions of the Professional Engineering Continuing Services Contract dated April 6, 2026, (Agreement), all of which terms and conditions are incorporated herein by reference.

The Project is described in **Exhibit A – Scope of Services**, attached.

For performance of the Project authorized under this Task Order, **Client** agrees to pay **Barge** for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with **Exhibit B – Schedule of Standard Charges** dated April 16, 2026. The not-to-exceed budget to perform the on-call work as defined in **Exhibit A** is \$20,000.00. The budget status will be summarized monthly in our progress report and invoice submittal.

City of Crestview, Florida	Barge Design Solutions, Inc.
By:	By: 
Printed Name:	Printed Name: Kevin W. Kennoy, P.E.
Title:	Title: Vice President
Address:	Address: 600 Grand Boulevard, Suite 203 Miramar Beach, FL 32550
Date Signed:	Date Signed: May 15, 2026

Barge Design Solutions, Inc. (Barge) is proposing the following scope of services for the City of Crestview, Florida (City) to provide On-Call water and wastewater hydraulic modeling and planning services, in accordance with Task Order No. 2026-02. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation

I. Project Description

Barge completed the development of the water distribution system hydraulic model in 2023. In addition to ongoing system-wide master planning and capacity analysis, the water distribution system model was also developed to perform as-needed capacity analysis for private and commercial system connection requests. The City utilizes a system of capacity development charges assigned to various sized developments to offset other required “off-site improvements” to pass onto the private developer. The requests are evaluated as part of utility permitting application process managed by the City.

In January 2025, Barge completed a hydraulic model of the wastewater collection system on a pilot area of the City encompassing the Lift Station 10 basin. As a follow up to the pilot model, Barge is currently developing a comprehensive model for the remainder of the wastewater collection system. This model will be used to evaluate system capacity for the future land use as defined in the Comprehensive Development Plan and to complete the Sewer Basin Infrastructure Development Plan initiated during the pilot study. Once that analysis is complete it will also be used to perform as-needed capacity analysis for private and commercial system connection requests.

II. Scope of Services

Developer Request Evaluations

Hydraulic modeling analyses will be performed on an as-needed basis when developer requests are received by the City. Throughout the work, Barge will manage the activities of our staff, coordinate meetings with City staff as needed, and submit monthly invoices with status reports. All work will require prior approval from the City after an official request is made by the developer.

Water Development Order Requests:

- Use existing model to identify the ability to serve growth as described in the development request.
- Assign new water demands at corresponding development locations in the model.
- Confirm fire protection availability, as requested.
- Evaluate necessary system improvements to accommodate new flows.
- Maintain log of previously approved developments to account for reserved development demands and remaining capacity.

Wastewater Development Order Requests:

- Use the existing model, where available, to identify whether there is capacity to serve growth as described in the development request.
- Assign new wastewater flows at corresponding development locations in the hydraulic model.
- Run simulations to confirm whether the modeled collection and transmission system has available capacity to convey the flow according to the City of Crestview Level of Service criteria.
- If capacity is not available, evaluate recommended system improvements to accommodate new flows.
- Maintain log of previously approved developments to account for reserved development flows and remaining capacity.

Deliverables:

The following deliverables will be provided as part of this task:

- For each request, Barge will provide a recommendation for provision of service and/or recommended improvements required to meet the developer's need.
- Water & wastewater capacity approval log

Assumptions:

The following assumption are applicable to the above scope of services:

- Wastewater capacity requests will need to be reviewed on a case-by-case basis to decide if enough information is available to analyze system capacity while the hydraulic model is in development.

III. Project Schedule

This On-Call Services Task Order is valid for the length of the Continuing Services Contract.

IV. Compensation

This Task Order will provide the services of Barge modeling staff to perform capacity analysis for water and wastewater infrastructure connection requests on an as-needed basis. As the quantity and complexity of each request is unknown, the work is to be performed and invoiced hourly per the fee schedule shown in Exhibit B dated April 16, 2026. The initial not-to-exceed budget is assumed to be \$20,000, and Barge will notify the City when effort has exceeded approximately 75 percent of the current budget.

BARGE DESIGN SOLUTIONS, INC.

EXHIBIT B SCHEDULE OF STANDARD CHARGES

The following hourly rates apply for personnel of BARGE and its wholly owned subsidiaries for time properly chargeable to the work for the City of Crestview.

Hourly Rate Schedule

Classification	Hourly Rate
Engineering Associate I/Architecture Associate/Scientist	\$146.00
Engineering Associate II	\$157.00
Engineering Associate III	\$168.00
Professional Engineer I/Project Scientist	\$178.00
Professional Engineer II/Registered Architect	\$189.00
Sr. Professional Engineer I/Construction Manager	\$211.00
Sr. Professional Engineer II	\$222.00
Landscape Architect Intern	\$146.00
Landscape Architect	\$211.00
Landscape Architect II	\$233.00
Sr. Landscape Architect	\$254.00
Sr. Scientist	\$254.00
Sr. Professional Engineer III/Sr. Registered Architect	\$265.00
Sr. Professional Engineer IV	\$297.00
Sr. Technical Specialist	\$319.00
Sr. Technical Leader/Quality Control	\$330.00
Administrative Assistant	\$119.00
Office Administrator	\$130.00
Senior Administrative Manager	\$178.00
Project Administrator	\$135.00
Senior Project Administrator	\$151.00
Resident Project Representative I	\$130.00
Resident Project Representative II	\$146.00
Resident Project Representative III	\$162.00
CAD Technician I/GIS Specialist I	\$135.00
CAD Technician II/GIS Specialist II	\$157.00
Designer I	\$141.00
Designer II	\$162.00
Designer III/Sr. Specialist	\$184.00
BIM Manager/Geospatial Solutions Developer	\$211.00
Project Manager I/Engineering Manager I	\$254.00
Project Manager II/Engineering Manager II	\$281.00
Sr. Project Manager	\$341.00
Principal-In-Charge/Technical Advisor	\$375.00

Senior Officer	\$395.00
2-Man Survey Crew	\$206.00
3-Man Survey Crew	\$314.00
Survey Technician	\$114.00
Survey Party Chief	\$135.00
Registered Land Surveyor	\$211.00
Sr. Registered Land Surveyor	\$254.00

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until September 30, 2028, after which the rates may be adjusted annually based on the average salary adjustment to Barge employees.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Carlos Jones, Director, Allen Hallford, Kyle Lusk
DATE: 06/04/2026
SUBJECT: Task Order- Fallen Heroes Way Utility Design

BACKGROUND:

Fallen Heroes Way is a new road connecting Hwy 85 with the new 4-lane highway, Enzor Road. Fallen Heroes Way will be a city road. No utilities have yet been installed on this new roadway.

Ardurra was selected as a provider of Professional Services, such as engineering and design, during the RFP process earlier this fiscal year.

DISCUSSION:

The new roadway has multiple parcels that could develop and will need water & sewer services. One is the site chosen for the new Public Services building.

This task order is for the design of water and sewer lines connecting to the utilities that existing on Physician's Dr and Enzor Rd.

Ardurra was selected to perform the design on the new utilities. Ardurra Task Order 2 is for \$25,000 and will provide a masterplan for the utilites.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these 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

FINANCIAL IMPACT

The cost of the task order is \$25,000. Funds are available in the 440-0510-519.31-03 account.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Ardurra Task Order.

Attachments

1. TO 02- FALLEN HEROES WAY UTILITIES EXTENSIONS PROJECT

TASK ORDER 02

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED BETWEEN THE CITY OF CRESTVIEW, FLORIDA (CITY) AND ARDURRA GROUP, INC. (CONSULTANT), WHICH IS INCORPORATED HEREIN BY THIS REFERENCE.

Scope of Basic Services to Provide Conceptual Engineering Services for the Fallen Heroes Way Utility Extensions Project

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Ardurra Group, Inc.) to proceed with professional engineering services to evaluate and develop conceptual-level engineering solutions for utility infrastructure improvements along Fallen Heroes Way for the City of Crestview (CITY). The PROJECT includes conceptual planning for gravity sewer, lift station, force main, and potable water improvements to support planned facilities and future development. The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The Scope of Services authorized in this Task Order includes but is not limited to the CONSULTANT to provide professional engineering services for the PROJECT. The engineering and technical services that may be authorized in this task order by the CLIENT's Representative include, but are not limited to, the following:

1. Evaluation Services
2. Alternatives Analysis
3. Cost Opinion Development

Specific Work Tasks that may be authorized by the CLIENT's representative are presented below.

Work Task 1. Evaluation Services

1.1 Meetings

CONSULTANT shall attend meetings as may be reasonably necessary, and as requested by the CITY, and provide general engineering assistance, consultation, and opinions regarding the PROJECT.

1.2 Review Existing Information and Data

CONSULTANT shall collect and review pertinent available information and data regarding the PROJECT. Information reviewed may include, but is not limited to, GIS mapping, existing utility data, and available planning documents. This information will be used to support planning-level evaluation and analysis.

1.3 Hydraulic Evaluation

CONSULTANT shall perform planning-level hydraulic evaluations for the wastewater and potable water systems. The work shall include estimation of flows, conceptual gravity sewer sizing, and evaluation of system pressures and flows using available data and engineering judgment.

1.4 Planning-Level Modeling

CONSULTANT shall develop simplified, skeletonized hydraulic models utilizing Bentley SewerGEMS and WaterGEMS software to evaluate system performance under existing and projected conditions.

1.5 Flow Projections

CONSULTANT shall estimate wastewater flows based on existing and projected development conditions within the PROJECT area utilizing a 20-year planning horizon.

Work Task 2. Engineering Services

2.1 Conceptual Layout Development

CONSULTANT shall develop conceptual layouts for the gravity sewer system, lift station, force main, and potable water system based on findings from the evaluation phase. Layouts will be developed using available mapping and planning information.

2.2 Alternatives Analysis

CONSULTANT shall develop and evaluate multiple conceptual alternatives for the PROJECT. Alternatives may include variations in basin configurations, lift station location, and pipeline routing. Alternatives will be evaluated based on constructability, permissibility, environmental considerations, operational considerations, and relative cost to identify a recommended alternative.

2.3 Conceptual Design Development

CONSULTANT shall refine the selected alternative and develop conceptual-level infrastructure layouts including gravity sewer alignments, lift station configuration, force main routing, and potable water loop alignment.

2.4 Permitting Considerations

CONSULTANT shall identify potential permitting requirements and provide general commentary regarding regulatory considerations, including environmental constraints and feasibility considerations associated with the PROJECT.

2.5 Engineer's Opinion of Probable Cost

CONSULTANT shall prepare a planning-level Engineer's Opinion of Probable Cost for the recommended alternative. The cost opinion shall be prepared in an FDOT-style format using conceptual quantities and shall include appropriate contingency with an expected accuracy range of ± 40 percent to meet AACE Class 4 estimate.

2.6 Deliverables

CONSULTANT shall prepare and submit the following deliverables:

- Technical Memorandum summarizing evaluation, alternatives analysis, and recommendations
- Conceptual layout exhibit depicting proposed infrastructure and constraints
- Engineer's Opinion of Probable Cost (AACE Class 4 Estimate)

Additional Services

The following services are not included as part of this scope of services and would be performed only as authorized by the CLIENT. Authorization to proceed would be in the form of a revision to this scope of services.

- Field survey or topographic survey
- Geotechnical investigation or subsurface evaluation

- Environmental delineation or permitting services
- Preparation or submission of permit applications
- Detailed engineering design or construction documents
- Easement acquisition or legal services
- Full system hydraulic modeling beyond planning-level evaluation

Assumptions and Limitations

All work under this Task Order is based on available data and planning-level assumptions. No field verification of existing conditions is included. Recommendations are conceptual in nature and subject to refinement.

Client Responsibilities

CITY shall provide available mapping, utility data, and planning information, and provide reasonable access to staff and information necessary for the CONSULTANT to complete the services.

Article C. Compensation Provisions:

As compensation for providing the services described in this Task Order, CLIENT shall pay CONSULTANT in accordance with the Agreement.

The Total Budget Ceiling for this Task Order is **\$25,000.00**. A breakdown of the budget ceilings for this Task Order is presented in Table C.1., below:

Table C.1. Breakdown of Budget Ceiling

Work Task Description	Work Task Cost Amounts	Compensation Method
1. Evaluation Services	\$10,000.00	Lump Sum
2. Engineering Services	\$15,000.00	Lump Sum
Total Overall Budget Ceiling	\$25,000.00	

CONSULTANT will keep CLIENT informed of progress so that the Total Overall Budget Ceiling and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated Total Overall Budget Ceiling, as may be adjusted, nor is CLIENT obligated to pay CONSULTANT beyond these limits. The Scope and Total Overall Budget Ceiling for this Task Order can be increased with an Authorized Revision to this Task Order when executed by both parties. When any amount has been increased, CONSULTANT's excess costs expended prior to such increase will be allowable to the same extent as if such been incurred after the approved increase.

Article D. Period of Service:

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed

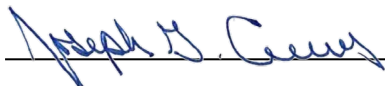
Upon Full Execution by the CLIENT

Termination of Task Order

Upon Completion of the Project (Estimated 90 days)

Article E. Authorized Representatives:

The Authorized Representatives designated below are authorized to act concerning this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
Name: 	Name: Joseph G. Crews, PE, Practice Director  05/21/26
signature date	signature date
Address: 198 North Wilson Street Crestview, Florida 32536	Address: 1988 Lewis Turner Boulevard Fort Walton Beach, FL 32547
Telephone: XXXXXXX	Telephone: 850.244.5800

***** End *****



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk, Allen Hallford, Carlos Jones, Director
DATE: 06/04/2026
SUBJECT: Change Order #2 Bypass Lift Station Talcon

BACKGROUND:

This is a portion of the SW Crestview Bypass project. Other pieces of the project extended water, sewer, and reuse along Enzor Rd. This portion is for the construction of the sewer lift station collocated with Pineview K-8 school.

DISCUSSION:

This project is funded by an (SRF) State Revolving Fund, WW 460760 Clean Water Loan which requires all metals be Build America, Buy America Act (BABA) compliant. Two 20" plug valves were on the plans to be installed on the influent line. The plug valves that were purchased for the project failed in testing and, due to time constraints and BABA, new plug valves were not able to be shipped to meet the deadline for serving sewer to Pinewood K-8 School. Two 20" gate valves were found that did meet the time and BABA requirements. The cost and shipping were \$6,000 less than the original valves.

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

Quality of Life- these 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

FINANCIAL IMPACT

The change order will result in a decrease of \$6,000.00 towards the overall cost of the project, which is funded through (SRF) State Revolving Fund, WW 460760 Clean Water Loan.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the deductive change order.

Attachments

1. SR85 - Change Order 02

SECTION 00843

CHANGE ORDER FORM

Project: **City of Crestview**
Utilities for the SR 85 Bypass Roadway – Phase 1

CHANGE ORDER NO. 2DATE OF ISSUANCE: May 27, 2026 CONTRACTOR: TalconEFFECTIVE DATE: _____ ENGINEER: Jacobs

OWNER'S CONTRACT NO.: _____

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$5,048,191.50 _____	Substantial Completion: 300 Days _____ Ready for final payment: 345 Days _____ days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>1</u>	Net change from previous Change Orders No. <u>1</u> to No. <u>1</u>
\$ <u>48,662.28</u> _____	<u>3</u> days _____ days
Contract Price prior to this Change Order	Contract Times prior to this Change Order
\$5,096,853.78 _____	Substantial Completion: 303 days _____ Ready for final payment: 348 days _____ days or dates
Net Increase of this Change Order	Net Increase of this Change Order
\$(6,000) _____	<u>0</u> _____ days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$5,090,853.78 _____	Substantial Completion: 303 days _____ Ready for final payment: 348 days _____ days or dates

CHANGES ORDERED:

- I. GENERAL This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

Change Order No. 2

- II. REQUIRED CHANGES: Per the original contract documents, two (2) 20" plug valves were to be installed on the 20" gravity influent pipeline just downstream on the two (2) manholes located at the lift station site. Due to complications, two (2) 20" gate valves will be installed in lieu of the plug valves on the gravity influent pipeline.

- III. JUSTIFICATION: The contractor was informed by the plug valve manufacturer that during the required testing of the valve casting that one of the plug valve failed to pass the testing and was required to be re-cast. The recasting of the plug valve would delay shipping of both plug valves and subsequently delayed the startup of the facility. To stay within schedule, the owner accepted the use of gate valves in lieu of the plug valves on the gravity influent pipeline.

- IV. PAYMENT: This change order will result in a decrease of \$6,000.00 to the total contract amount.

V. APPROVAL AND CHANGE AUTHORIZATION: _____

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein.

Change Order Request by: Jacobs

Change(s) Ordered by: NA

RECOMMENDED BY:

Jase Brown - Jacobs
(Engineer)

ACCEPTED BY:

 (TALCON)
(Contractor)

By:  5/27/26
(Authorized Signature) (Date)

 5/28/26
(Authorized Signature) (Date)

Project Manager
(Title)

Project Manager
(Title)

APPROVED BY:

City of Crestview, Florida
(Owner)

By: _____
(Authorized Signature) (Date)

END OF SECTION

00843-3



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk, Allen Hallford, Carlos Jones, Director
DATE: 06/04/2026
SUBJECT: Task Order 2022-05 RIB 6-9: Amendment #1

BACKGROUND:

This project is to increase the disposal capacity at the waste water treatment plant (WWTP). This project is funded by Clean Water State Revolving Funds (SRF) WW460731, and was designed by Jacobs and is being constructed by Green Energy.

DISCUSSION:

Task Order 2022-05 was for the design and CEI for RIBs 6-9. The original task order amount has been exhausted due to the multiple revisions and additional modeling required by FDEP for permit approval. (task #3) In addition, the temporary monitoring wells required by FDEP and new monitoring wells for the overall WWTP permit are being added to this task order instead of creating a new task order. (task #1, 2, & 5) In addition, the wildlife surveys required by FDEP are being added. (task #4) In 2022 when the project began, the funding was not SRF. When this changed, new coordination tasks were taken on by Jacobs. (task #6) Partly, these additions are to keep all costs together and partly due to the work being done during a period where the City had no continuing services contracts where new task orders could be signed.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these 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

FINANCIAL IMPACT

The total cost for the six tasks in Amendment #1 is \$91,000. The funds are available from the existing SRF loan using account 440-1935-535.63-00.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Amendment #1 to Jacobs Task Order 2022-05.

Attachments

1. Task Order 2022-05 RIBs 6-9 Completion Activities Amendment 1 DRAFT

Amendment 1 to TASK ORDER 2022 – 05

THIS TASK ORDER IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED MAY 03, 2021 (AGREEMENT), FOR THE CITY OF CRESTVIEW, FLORIDA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

Professional Engineering and Consulting Services for Additional Services for the Rapid-Rate Infiltration Basins 6-9 – Completion Activities

Article A. Purpose

In September 2022, the City authorized Jacobs Engineering Group Inc. (Jacobs) to provide professional engineering and consulting services for the detailed design of a new infiltration system on the RIBs (Rapid-Rate Infiltration Basins) 6-9 under Task Order 2022-05. Early in 2026, the City of Crestview (City) awarded the construction of Rapid-Rate Infiltration Basins 6-9 (RIBs) for the basic construction of the RIBs.

During the permitting phase for construction, it was determined that additional work is required for permitting compliance and other construction-related coordination activities, which exceeds the expected and identified level of effort identified in the original scope of Task Order 2022-05.

The additional activities and revisions referred to above are described in "Article B. Scope of Services", below.

Article B. Scope of Services:

Amendment Task 1 – Abandoning the temporary monitoring wells.

As noted in Task Order 2022-05, the abandoning and plugging of the eight temporary wells was not included in the scope of work but is required for the construction of the RIBs. The City intends to issue a purchase order (PO) to a Florida licensed well driller to complete abandoning and plugging of the temporary wells. To assist with the City's PO process as part of Amendment Task 1, Jacobs will develop a detailed scope of work, contact up to three (3) Florida licensed well drillers for quotes to satisfy the City's PO quote purchasing requirements, solicit pricing as required for purchasing, and review quotes provided. Jacobs will then provide the quotes for the City to select the preferred quote for PO issuance. After the City has awarded a contract for these services, Jacobs will monitor work progress for compliance with NFWMD (North West Florida Water Management District) rules and to provide coordination with the site's general contractor completing the construction of the RIBs.

Site Visit

Jacobs will make one (1) visit to the site specifically to review the access to the monitoring wells and one (1) later visit to review the abandonment of a well. The time required for each site visit is approximately six (6) hours, including travel, field observation, and documentation.

Deliverables

Under this subtask, Jacobs will deliver to the City the following items:

- Quotes from qualified contractors and a detailed scope of work to support the City's purchase order to the selected, licensed well driller.
- Documentation of Jacobs' services performed for each site visit and coordination with the NFWFMD as needed.
- Completed permits provided by the well contractor and reviewed by Jacobs.

Assumptions

- The selected well driller will complete all necessary permitting to complete the temporary monitoring well abandonment work.
- The well driller will complete the temporary monitoring well plugging.
- This request for well drilling services will not be advertised by the City and the City will issue a purchase order for the well drilling services. If the City decides to advertise the request for well drilling services, an amendment to this Task Order will be required to complete bidding services.
- Jacobs will contact up to three (3) Florida licensed well drillers to request quotes for outlined scope of work.
- The City will select the preferred quote and complete all necessary authorizations and procurement to issue a purchase order.
- The City will execute the purchase order prior to the quote expiration date. If the quote expires and Jacobs must re-solicit quotes, an amendment to this Task Order will be required.

Amendment Task 2 – Installing the new monitoring wells.

The FDEP permit for the construction of RIBs 6-9 requires two new monitoring wells to be installed. Similar to Amendment Task 1, the City intends to issue a purchase order (PO) to a Florida licensed well driller to complete the installation of two new monitoring wells. To assist with the City's PO process as part of Amendment Task 2, Jacobs will develop a detailed scope of work, contact up to three (3) Florida licensed well drillers for quotes to satisfy the City's PO quote purchasing requirements, and review quotes provided. Jacobs will then provide the quotes for the City to select the preferred quote for PO issuance. After the City has awarded a contract for these services, Jacobs will monitor work progress for compliance

with NFWMD (North West Florida Water Management District) rules and to provide coordination with the site's general contractor completing the construction of the RIBs.

Site Visit

Jacobs will make one (1) visit to the site specifically to review the correct locations of the monitoring wells prior to installation and, during the same or a later visit, review the installation of a well. The site visit(s) will require approximately eight (8) hours, including travel, field observation and documentation.

Deliverables

Under this task, Jacobs will deliver to the City the following items:

- Quotes from qualified contractors and a detailed scope of work to allow the City to contract directly to the licensed well driller.
- Documentation of the work with photos taken during the installation and review of the well driller's well completion report.

Assumptions

- The selected well driller will complete all necessary permitting to complete temporary monitoring well abandonment work.
- The well driller will complete the temporary monitoring well plugging.
- This request for well drilling services will not be advertised by the City and the City will retain well drilling services through a purchase order. If the City decides to advertise the request for well drilling services, an amendment to the Task Order will be required to complete bidding services.
- Jacobs will contact up to three (3) Florida licensed well drillers to request quotes for outlined scope of work.
- The City will select the preferred quote and complete all necessary authorizations and the procurement to issue a purchase order.
- The City will execute the purchase order prior to the quote expiration date. If the quote expires and Jacobs must re-solicit quotes, an amendment will be required.

Amendment Task 3 – Stormwater permits, inspections, and close-out.

Prior to construction beginning, a stormwater permit must be obtained from FDEP. Jacobs will collect site information, analyze stormwater flow and volumes, design conveyance, detention and retention, generate permit and construction drawings, complete and submit a stormwater permit. Jacobs will also respond to FDEP questions and requests for additional information (RAIs) in a timely manner to obtain a permit. Before construction, Jacobs will provide the successful bidder, the stormwater permit for review and guidance details. During construction, Jacobs will verify permit compliance by comparing the instructions of the Operation & Maintenance (O&M Plan) to the work performed by the general contractor. After construction, Jacobs will certify the stormwater management system has been built in

accordance with approved plans and meets applicable permit conditions. Following conversion to the Operation & Maintenance (O&M) Phase, the O&M Entity (City of Crestview) shall inspect the project site as needed following construction to ensure that the stormwater management system with its associated components continues to function as designed and permitted.

Site Visits

Jacobs will conduct inspections of the stormwater management system, and each component thereof on a regular basis during the Construction Phase, to monitor its functions as designed and permitted. There will be an initial inspection to review the initial erosion controls and additional inspections will occur as and when deemed necessary. Thereafter and until construction has been deemed complete, Jacobs will make up to ten (10) monthly visits to the site to inspect for compliance with the permit conditions and to confirm the existing water quality or water quantity standards have not been compromised. Each site visit will require approximately five (5) hours, including travel, field observation, and report development.

Final Inspection

Upon completion of construction, Jacobs will verify that the stormwater management system with associated conveyance infrastructure has been built as designed in accordance with the approved plans. Jacobs shall convert the Environmental Resource Permit (ERP) from Construction Phase to Operation & Maintenance (O&M) Phase with the O&M Entity as the City of Crestview.

Jacobs shall submit Form 62-330.310(1) "As-Built Certification and Request for Conversion to Operation Phase" (executed by the Engineer of Record) to notify the permitting agency (FDEP) that construction is complete and is ready for as-built inspection by FDEP. The project site will be inspected by FDEP to verify stormwater management system has been built in accordance with the approved plans.

If the project site has been constructed with minor or substantial deviations, Jacobs shall provide PE-certified as-built drawings to clearly document these changes to the approved plans if applicable. Minor deviations shall not require a minor modification to the ERP. Substantial deviations may require a minor or major modification to the ERP if applicable. By submitting Form 62-330.310(1), Jacobs verifies that all permit conditions have been satisfied.

Once ERP has been converted from Construction Phase to Operation & Maintenance Phase, the project site is deemed fully operation and functions as designed with the City of Crestview as the perpetual O&M Entity. It is noted that the project site is still subjected to minimum inspections and periodic reporting requirements in accordance with Sections 12.5 and 12.6 of ERP Applicant's Handbook Volume I.

Assumptions

- The site visit for the final inspection will require approximately twelve (12) hours, including travel, field observation, and report development.
- The City's general contractor for RIBs 6-9 will perform the daily, weekly and the post 2-inch rainfall event inspections required by the stormwater permit until the construction is substantially complete.
- The stormwater inspections required after construction, such as the inspection required on "first anniversary of conversion to Operation and Maintenance Phase" is not included in this amendment.
- Any deviations to the stormwater permit by the RIBs contractor is not the responsibility of Jacobs.
- If the RIBs contractor deviates from the approved stormwater permit, including all associated plans and permit conditions, and such deviation results in Jacobs being unable to certify the stormwater management system, Jacobs shall not be held responsible for the certification.
- If substantial deviations occur that require ERP modification, Jacobs will require an additional amendment.

Amendment Task 4 – Perform the follow-up gopher tortoise and indigo snake survey

Prior to the commencement of land clearing activities, Jacobs will conduct a 100% cover survey to evaluate potential gopher tortoise and eastern indigo snake habitat within the project area. Jacobs biologists will use construction drawings, survey data, and other relevant materials to support their review.

Two qualified Jacobs biologists will perform a site assessment within the proposed project disturbance limits, including an additional 25 foot buffer. Following completion of the survey, Jacobs will prepare a technical memorandum documenting the findings.

Site Visits

Two Jacobs biologists will make one (1) visit to the site for the above work. The site visit will require approximately four (4) days, including two (2) days for survey and two (2) days for travel.

Deliverables

Jacobs will generate a final Technical Memorandum to document the results of the survey.

Assumptions

- The gopher tortoise and eastern indigo snake habitats are the only endangered species that are required to be investigated.

Amendment Task 5 – Survey the new monitoring wells and the new sample station

The two new monitoring wells and the new sample station require professional land surveying to locate them and record their elevations. This work will be performed by a professional land surveyor familiar with the site and under contract to Jacobs. Jacobs will generate the scope, gather and provide the surveyor with the needed information, and coordinate with the general contractor for access. After the survey is completed, Jacobs will coordinate with the monitoring well completion in Task 2 to provide FDEP with the required final forms.

Site Visit

Jacobs will make one (1) visit to the site specifically to review the correct locations of the monitoring wells and the surface water location. The site visit will require approximately four (4) hours, including travel, field observation and documentation.

Deliverables

Under this task, Jacobs will deliver to the City the following items:

- Certified survey of the two (2) monitoring wells and the surface water sampling location.

Assumptions

- The survey team will coordinate with the contractor to mutually agree on access and work time periods.

Amendment Task 6 – SRF coordination and documentation

The original scope of work did not include services for FDEP State Revolving Fund (SRF) administration and assistance. Since execution of the Task Order, the City has accepted SRF funds to cover project costs. Under this amendment task, Jacobs will assist the City with adhering to the processes and documentation requirements of the SRF loan. Jacobs will coordinate with the Contractor to gather and review documentation for Build American, Buy America (BABA) and American Iron and Steel (AIS) certifications on all regulated products; assemble certified pay rolls; and complete disadvantaged enterprise forms. Jacobs will review the manufacturers and suppliers BABA and AIS certification letters for completeness and provide comments when they appear incomplete or missing. Disbursement requests will be prepared by Jacobs and coordinated between all parties before submission to SRF for payment. Additionally, Jacobs will coordinate with SRF and participate in quarterly progress meetings throughout construction and assist with the required close out documentation.

Deliverables

Under this task, Jacobs will deliver to the City the following items:

- Compiled construction documents (AIS / BABA certificates, and certified payrolls)
- Disbursement Requests

Assumptions

- If construction deviates significantly from the plans, specifications, or schedule, an additional amendment to the Task Order may be required.
- Contractor and City will provide the needed documents within ten (10) days after requested by Jacobs.
- The contractor will provide proper documentation for AIS and BABA in a timely manner.

Assumptions and Specific Conditions

In addition to the assumptions above, the following assumptions have been taken into consideration in the preparation of this Scope of Services and compensation. These assumptions are based on the project scope, which is to deliver to the City of each of the following: contract documents, plans, and specifications of sufficient detail to obtain a reasonably accurate bid for services to construct the proposed improvements and for the Contractor selected to be able to construct the facility and to assist the City with monitoring of the construction of the project; and to provide limited post-construction assistance.

Should deviations from these assumptions be required to deliver the Scope of Services, the Scope of Services and compensation shall be modified accordingly and approved by the City in writing before any changes can be implemented.

- If Jacobs is called upon to observe the work of City's construction contractor(s) for the detection of defects or deficiencies in such work, Jacobs will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect.
- Jacobs shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the contractors since these are solely the City's responsibility under contract for construction between the City and contractor.
- Recommendations by Jacobs to the City for periodic construction progress payments to the construction contractor(s) will be based on Jacobs's knowledge, information, and belief from selective sampling that the work has progressed to the point indicated. Such recommendations do not represent that continuous or detailed examinations have been made by Jacobs to ascertain that the construction contractor(s) have completed the work in exact accordance with the construction documents; that the final work will be acceptable in all respects; that Jacobs has made an examination to ascertain how or for what purpose the construction contractor(s) have used the moneys paid; that title to any of the work, materials, or equipment has passed to the City free and clear of liens, claims, security interests, or encumbrances; or that there are not other matters at issue between the City and the construction contractors that affect the amount that should be paid.

Article C. Project Schedule

Services will begin upon execution of this Task Order amendment. A preliminary milestone schedule is shown below.

TABLE 1 – PRELIMINARY SCHEDULE
Rapid-Rate Infiltration Basin Expansion

Task	Projected Completion Date
Task 1 – Abandoning the temporary monitoring wells	The wells were abandoned on March 9, 2026, to meet the RIBs general contractor's schedule.
Task 2 – Installing the new monitoring wells	The scope will be provided withing 12 weeks of the general contract award. All other work will follow the well driller's schedule by no more than two weeks. The actual installation schedule to be determined by the site progress.
Task 3 – Stormwater permits, inspections, and close-out	The permit was issued November 6, 2025. The final inspection will be performed within 2 weeks of substantial completion.
Task 4 – Follow-up gopher tortoise and indigo snake survey	The survey was completed March 10, 2026, to meet the RIBs general contractor's schedule.
Task 5 – Survey new monitoring wells and new sample station	This work schedule will be coordinated with the RIBs general contractor.
Task 6 – SRF coordination and documentation	This work begins before the preconstruction conference and ends with the end of the construction invoicing.

Article D. Compensation

As compensation for providing the services described in Article B. Scope of Services of this Task Order amendment, the City shall pay Jacobs in accordance with Section 5 of the Agreement, on a time and material basis with a not-to-exceed amount of \$91,000. The estimated breakdown of fees is shown in Table 2 below.

TABLE 2 – ESTIMATED FEE SUMMARY
Rapid-Rate Infiltration Basin Expansion

Task	Estimated Fee Amount
Task 1 – Abandoning the temporary monitoring wells	\$5,500
Task 2 – Installing the new monitoring wells	\$8,000
Task 3 – Stormwater permits, inspections, and close-out	\$25,000
Task 4 – Follow-up gopher tortoise and indigo snake survey	\$18,000
Task 5 – Survey new monitoring wells and new sample station	\$21,000
Task 6 – SRF coordination and documentation	\$9,500
Field Work Travel Expenses	\$4,000
Total	\$91,000

Article E. Authorized Representatives

The Authorized Representatives designated below are authorized to act with respect to Task Order 2022-05. Communications between the parties and between Jacobs's subcontractors shall be through the Authorized Representatives:

For the City of Crestview, Florida	For Jacobs:
Name: Carlos Jones	Name Greg Terry
Address: P.O. Drawer 1209 Crestview, Florida 32536	Address: 25 W. Cedar Street, Suite 350 Pensacola, Florida, 32502
Telephone: (850) 682-6132	Telephone: (850) 336-5038

Article F. Authorization:

Amendment #1 to Task Order 2022-05 is effective as of _____, 2026	
Accepted for City by:	Accepted for Jacobs by:
Name: J.B. Whitten	Name: Scott Jernigan, P.E.
Title: Mayor	Title: Principle



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Allen Hallford, Kyle Lusk
DATE: 06/04/2026
SUBJECT: Changer Order #1 RIB 6-9: Green Energy

BACKGROUND:

This project is to increase the disposal capacity at the waste water treatment plant (WWTP). This project is funded by the State Revolving Fund (SRF), was designed by Jacobs and is being constructed by Green Energy.

DISCUSSION:

The RIB 6-9 project is adding four new Rapid Infiltration Basins (RIB) at the WWTP. Part of the project is the new pumps in the splitter box to direct the effluent to the new RIBs. The design of the control panel for these pumps was sufficient for our requirements. However, the manufacturers electrician recommended a thicker cable for the anticipated voltage drop. In addition, the motor control center (MCC) buckets were determined to be undersized. Change Order #1 is for the upsizing of the cable and MCC Buckets. The breakdown of these materials are attached.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these 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

FINANCIAL IMPACT

The total cost of the RIB 6-9 construction is \$2,468,694.98 With the increase of CO#1 of \$38,061.46, the total project cost will be \$2,506,756.44. Both of these costs are below the existing SRF loan using account 440-1935-535.63-00. We will submit the increase to SRF. Since no additional loan amount is needed, we anticipate approval.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve change order #1 for Green Energy contingent upon State approval. In the event of disapproval, funding is available in the utility fund contingencies.

Attachments

1. COR#1_Crestview RIBs 6-9_signed

SECTION 00843

CHANGE ORDER FORM

Project: City of Crestview WWTF RIBs Nos. 6-9

CHANGE ORDER NO. 1DATE OF ISSUANCE: 6/8/2026CONTRACTOR: Green EnergyEFFECTIVE DATE: 6/8/2026ENGINEER: Greg TerryOWNER'S CONTRACT NO.: BID NO. 25-11-20

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>2,468,694.98</u>	Original Contract Times Substantial Completion: <u>10/26/2026</u> Ready for final payment: <u>11/25/2026</u> days or dates
Net changes from previous Change Orders No. <u> </u> to No. <u> </u> \$ <u>0</u> (None)	Net change from previous Change Orders No. <u> </u> to No. <u> </u> <u>No Changes</u> days
Contract Price prior to this Change Order \$ <u>2,468,694.98</u>	Contract Times prior to this Change Order Substantial Completion: <u>10/26/2026</u> Ready for final payment: <u>11/25/2026</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>38,061.46</u>	Net Increase (decrease) of this Change Order <u>No Changes</u> days
Contract Price with all approved Change Orders \$ <u>2,506,756.44</u>	Contract Times with all approved Change Orders Substantial Completion: <u>10/26/2026</u> Ready for final payment: <u>11/25/2026</u> days or dates

CHANGES ORDERED:

- I. GENERAL This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

Change Order No. 1

II. REQUIRED CHANGES: _____

#6 VFD Cable (up-sized from #8 for better voltage)

New MCC bucket for P-60-10-1

New MCC bucket for P-60-10-2

- III. JUSTIFICATION: The #6 cable will improve voltage drop and
based on the revised estimated length is needed to improve
the voltage drop from 5% to 3%.

The MCC buckets were reviewed by the contractor and an OEM
rep (Square D) prior to bid submission with a plan to modify
the existing MCC buckets. However, after further review by
OEM, the MCC buckets can not be modified and meet the pump
ratings, and must be replaced. A call was held on 5/8/2026
with Jacobs, Green Energy, and the OEM to confirm the
replacement was required.

- IV. PAYMENT: _____
Payment will be performed as part of a normal payment
application.

V. APPROVAL AND CHANGE AUTHORIZATION: _____
See signatures below.
SRF acceptance of this change is expected.
Approval vote by the City of Crestview is scheduled for
the next council meeting, 6/8/2026.
Cost breakdown is attached.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein.

Change Order Request by: Dereck Doughty, Green Energy Contracting

Change(s) Ordered by: _____

RECOMMENDED BY:

Greg Terry PE
(Engineer)

By: Greg Terry 5/11/2026
(Authorized Signature) (Date)

(Title)

APPROVED BY:

City of Crestview, Florida
(Owner)

By: _____
(Authorized Signature) (Date)

ACCEPTED BY:

Patrick S. Davis
(Contractor)

[Signature] 5-13-26
(Authorized Signature) (Date)

President
(Title)

END OF SECTION



GREENENERGYCONTRACTING INC.

1305 Highway 90 West | Holt, FL 32564 | O 850.537.4043 | LIC# CUC1225463 | gecontracting.com

May 11, 2026

Jacobs Engineering Group
25 W. Cedar Street
Pensacola. FL 32502

Attn: Greg Terry, P.E.

Re: Crestview WWTF RIB's 6-9 – COR #1
Cost Breakdown Request – 5/8/26

Scope of Work

- New MCC bucket to serve P-60-10-1
- New MCC bucket to serve P-60-10-2
- #6 VFD Cable (changed from #8, per RFI #03)

Subcontractor Costs

Feeder Bucket Replacement	25,448.24
#6 VFD Cable	2,600.00
Sales Tax	2,243.86
SUBTOTAL	30,292.10
Subcontractor Mark-Up	2,804.82
Colson Electric COR	\$33,096.92
GEC Overhead	3,309.69
GEC Profit	1,654.85
GEC COR#1	\$38,061.46

Schneider Electric will provide, install, and test the new MCC Feeder Buckets. Their scope of work and cost breakdown is also attached.

If you have any further questions, please feel free to contact me.

Regards,


Derek Doughty
Project Manager
Green Energy Contracting, LLC.
(850) 293-4274
derek@gecontracting.net

LET'S GO TO WORK.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kyle Lusk, Allen Hallford, Carlos Jones, Director
DATE: 06/04/2026
SUBJECT: Task Order- Ardurra General Services 2026-01

BACKGROUND:

Ardurra is a new consultant brought on with the 2026 Continuing Service Contracts RFP.

DISCUSSION:

Public Services has worked with Ardurra on a few task orders for projects. This General Services task order is for smaller projects that do not warrant a full task order.

Previous General Service task orders have taken 2-3 years to deplete the funds allocated for them. We expect a similar rate of use for this task order.

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

\$65,000 is the total for this task order. All General Service task orders the City has used in the past have taken over two budget years to use all the allocated funds. Funds are available in the 001-0510-519.34-00 account.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the Ardurra General Services task order.

Attachments

1. TO 01 FY2026 General Engineering Assistance

TASK ORDER 01

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED BETWEEN THE CITY OF CRESTVIEW, FLORIDA AND ARDURRA GROUP, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

Scope of Basic Services for Fiscal Year 2026 General Professional Engineering Services

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Ardurra) to proceed with professional engineering services for assisting the City of Crestview (CITY) to provide general professional services assistance. The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The general professional consultation services that CONSULTANT agrees to furnish include, but are not limited to, preparation of studies, reports, field work, and special services, etc., and that are applicable to the General Professional Engineering Services (Project), as requested by CITY's representative as described below:

CONSULTANT will provide and perform general professional engineering and related services authorized by the CITY that consists of the appropriate items, as follows:

- Attending meetings as requested by representatives of the CITY and providing general engineering assistance, consultation, and opinions.
- Perform professional engineering services that might include engineering or environmental rate studies.
- Developing schedules, plans, engineering analyses and evaluations to address small independent issues or projects.
- Providing assistance in identifying and acquiring grants and loans from federal agencies or other applicable sources of funding.
- Addressing issues associated with federal, state, and local government agency permits (fees to be provided by the CITY) and inquiries from regulatory agencies not associated with other projects.
- Assisting the CITY to develop conceptual level planning documents and preparing cost estimates, prior to the development of larger task orders, to evaluate the feasibility of different alternatives.
- Preparation of small investigations or evaluations of equipment or unit processes under consideration by the CITY for incorporation in their system.
- Performing field investigations and construction observation not associated with other projects or task orders.

- Develop presentations to the Board of CITY Commissioners, the general public, regulatory agencies, professional societies, or civic groups regarding projects or activities under taken or in consideration by the CITY.
- Responding to general questions on engineering matters as requested by the CITY's designated representative.
- Perform any other professional services as required and specifically requested by the CITY.

Article C. Compensation Provisions:

As compensation for providing the services described within this Task Order, CITY shall pay CONSULTANT in accordance with the Agreement, based on the CONSULTANT's Per Diem Rates for the actual time worked on the Project, plus Direct Expense incurred for the Project. The budget ceiling for this Task Order is \$65,000.00.

CONSULTANT will keep CITY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is CITY obligated to pay CONSULTANT beyond these limits.

Article D. Period of Service:

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed
Termination of Task Order

May 25, 2026
September 30, 2026

Article E. Authorized Representatives:

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
Name: J.B. Whitten, Mayor	Name: Joseph G. Crews, PE, Practice Director
_____	_____
signature date	signature date
Address: 198 North Wilson Street Crestview, Florida 32536	Address: 1988 Lewis Turner Boulevard Fort Walton Beach, FL 32547
Telephone:	Telephone: 850-244-5800



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 06/04/2026
SUBJECT: Interagency agreement between Santa Rosa County SO and Crestview PD

BACKGROUND:

The Santa Rosa County Sheriff's Office (SRSO) and the Crestview Police Department (CPD) are both FBI and FDLE-recognized criminal justice agencies. Currently, each agency independently operates its own electronic databases to log and store offense reports, which are legally classified as Criminal Justice Information (CJI).

This agreement seeks to improve our regional law enforcement footprint and streamline active investigations. Both agencies want to set up a secure, routine process to share these offense reports and records during daily operations.

DISCUSSION:

This inter-agency agreement establishes rules and security protocols for routine CJI sharing between SRSO and CPD. Our primary method for moving these records will be automated file transfers through a Secure File Transfer Protocol (SFTP) system, though officers can still share data via phone or physical paperwork when necessary.

CJI has strict federal and state privacy mandates. This agreement legally binds both agencies to specific operational safeguards, to include:

- Authorized Use - Data will strictly be used and shared for legitimate criminal justice purposes.
- Security and Encryption - Any data sent over public networks must be encrypted, and records must be stored securely and eventually destroyed according to state and federal retention laws.
- Device Control - Access is strictly banned on personally owned devices. Only agency-owned equipment or approved contractor interfaces can connect to the system. All connected devices must run updated virus protection and receive immediate software patches.
- Compliance and Accountability - This agreement fully adopts the FBI CJIS Security Policy and FDLE User Agreement guidelines. Both departments must enforce internal disciplinary policies for unauthorized access and report any system misuse directly to the FDLE.

Either agency can terminate the agreement at any time with a 30-day written notice.

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

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

FINANCIAL IMPACT

There is no financial impact. This will utilize our existing IT infrastructure and maintenance protocols.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the inter-agency agreement with the Santa Rosa County Sheriff's Office for Criminal Justice Information exchange and computer usage, and to authorize a signature on the finalized document.

Attachments

1. Interagency Agreement between SRSO and CPD-CJI Exchange

**INTERAGENCY AGREEMENT BETWEEN THE SANTA ROSA COUNTY SHERIFF'S
OFFICE AND THE CRESTVIEW POLICE DEPARTMENT FOR CRIMINAL JUSTICE
INFORMATION EXCHANGE AND COMPUTER USEAGE**

WITNESSETH

WHEREAS, The **SANTA ROSA COUNTY SHERIFF'S OFFICE** hereafter referred to as AGENCY1, and the **CRESTVIEW POLICE DEPARTMENT**, hereafter referred to as AGENCY2, are criminal justice agencies, formally recognized by the Federal Bureau of Investigations (FBI) and the Florida Department of Law Enforcement (FDLE); and

WHEREAS, The AGENCY1 and AGENCY2 maintain electronic databases and applications (System) for the creation and storage of offense reports, hereafter referred to as Criminal Justice Information (CJI); and

WHEREAS, The AGENCY1 and AGENCY2 wish to routinely share CJI for the administration of criminal justice;

NOW THEREFORE, The parties agree as follows,

1. The AGENCY1 and AGENCY2 shall share files containing offense reports and related records via a Secure File Transfer Protocol (SFTP) system.
2. The AGENCY1 and AGENCY2 may exchange CJI, as needed, via voice and/or physical paper dissemination.
3. Both AGENCY1 and AGENCY2 will utilize the records for criminal justice purposes.
4. The AGENCY1 and the AGENCY2 agree to abide by all applicable local, state, and federal laws, rules and regulations, with regards to the use of said electronic systems.
5. Both parties agree to abide by all the terms and conditions of the FDLE's Criminal Justice User Agreement, to include but not be limited to the FBI CJIS Security Policy.
6. Both AGENCY1 and AGENCY2 agree that they shall make use of the records for authorized criminal justice purposes only.
7. Both parties will disseminate CJI related information obtained from one another only for criminal justice purposes.
8. Both parties agree to maintain any information obtained from one another in a secure place, and will destroy records containing such information in compliance with all applicable federal and state laws.
9. All CJIS data transmitted over any public network segment must be encrypted as required by the FBI CJIS Security Policy.
10. To the extent provided by the laws of Florida, the parties agree to be responsible for the violations, negligent acts or omissions of their agency's personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records.

11. Both parties must ensure all devices with connectivity to CJI systems and/or data employ virus protection software and such software shall be maintained in accordance with the software vendor's published updates; and will promptly and fully patch Windows and other software present on all such devices, after any necessary testing, upon such patches becoming available.
12. CJI may only be accessed via computers or interface devices owned by the criminal justice agencies or contracted entities. Personally owned devices shall not be authorized to access, process, store, or transmit CJI. Vendors under contract with the hosting agency may be allowed access provided all requirements of the FBI CJIS Security Addendum are complied with and member security training is current as required by the FBI CJIS Security Policy.
13. All policies, procedures and operating instructions contained in the FBI CJIS Security Policy are hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.
14. Both AGENCY1 and AGENCY 2 will have a written policy for discipline of personnel who access CJI for purposes that are not authorized, disclose information to unauthorized individuals or in an unauthorized manner, or violate CJIS rules, regulations or operating procedures.
15. AGENCY2 shall submit instances of violations to the proper point of contact within the AGENCY1 for follow-up. AGENCY1 shall do the same for AGENCY2.
16. The AGENCY1 and AGENCY2 have an obligation to report instances of misuse to the FDLE for follow up of applicable investigation and applicable discipline in compliance with the FBI CJIS Security Policy.
17. Both parties reserve the right to deny CJI or related records to any individual based on valid, articulable concerns for the security and integrity of CJIS and related programs/systems information.
18. Either party may terminate this agreement upon thirty (30) days' written notice.

This agreement constitutes the entire agreement of the parties and may not be modified as amended without written agreements executed by both parties.

IN WITNESS HEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

SANTA ROSA COUNTY SHERIFF'S OFFICE

Agency Head (Title) Date

CRESTVIEW POLICE DEPARTMENT

Agency Head (Title) Date



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes, Barry Henderson, Development Services Director
DATE: 06/04/2026
SUBJECT: Ordinance 2021 Antioch Road Comp Plan Amendment

BACKGROUND:

On April 20, 2026, staff received an application to amend the comprehensive plan and zoning designations for property located on Antioch Road.

The subject property is currently located within the city limits of Crestview with future land use designations of Commercial (C) and Residential (R). and zoning designations of Commercial High-Intensity District (C-2) and Single-Family Medium-Density Dwelling District (R-2).

The application requests the Commercial (C) future land use designation for the portion of the property that has a future land use designation of Residential (R).

The Planning and Development Board recommended approval of the request on June 1, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: Fort Walton Beach Medical
Parcel ID: 36-3N-24-0000-0002-0050
Site Size: 30.9 acres
Current FLU: Commercial (C) and Residential (R)
Current Zoning: Commercial High-Intensity District (C-2) and Single-Family Medium-Density Dwelling District (R-2)
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	None (Interstate-10)	None (Interstate-10)	Interstate
East	Conservation (C) and Residential (R)	Conservation (E) and Single-Family Medium-Density Dwelling District (R-2)	Residential (Common Area)
South	Residential (R)	Single-Family Medium-Density Dwelling District (R-2)	Residential
West	Commercial (C) and Residential (R)	Commercial High-Intensity District (C-2) and Single-Family	Vacant

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 will be developed for commercial 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 May 11, 2026. The property was posted on May 18, 2026. An advertisement ran in the Crestview News Bulletin on May 21, 2026.

Staff received an emailed response to the mailed notices, which is attached to this staff report.

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 were \$2,500.00. The cost of advertising was \$242.50.

RECOMMENDED ACTION

Staff respectfully requests that the council move Ordinance 2021 to second reading for adoption.

Attachments

1. Exhibits - Antioch Rd

2. Mailing Response - Mr. Snow

ORDINANCE: 2021

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 COMMERCIAL (C) ON THAT PORTION OF THE FOLLOWING DESCRIBED PROPERTY WITH THE CURRENT FUTURE LAND USE OF RESIDENTIAL (R), IN SECTION 36, TOWNSHIP 3 NORTH, RANGE 24 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 Residential (R) to Commercial (C) on that portion of the following described property with the current future land use of Residential (R), 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 that portion of the following described parcel, containing approximately 30.9 acres of land, more or less, with the current future land use of Residential (R), from Residential (R) to Commercial (C). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 30.9 acres, more or less, is known as Parcel 36-3N-24-0000-0002-0050 and commonly described as:

A PARCEL OF LAND SITUATED IN THE NORTHWEST QUARTER, SECTION 36, TOWNSHIP 3 NORTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD AND CAP (LB 6605) MARKING THE NORTHWEST CORNER OF ROLLING RIDGE SUBDIVISION AS SHOWN IN PLAT BOOK 23, PAGES 14 THROUGH 21, PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; THENCE, ALONG THE WEST LINE OF SAID SUBDIVISION, THENCE SOUTH 01° 45' 57" WEST,

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CONTAINING 1,346,163 SQUARE FEET OR 30.9 ACRES, MORE OR LESS.

The Commercial (C) Future Land Use Category is hereby imposed on that portion of Parcel 36-3N-24-0000-0002-0050 with the current future land use of Residential (R). 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 36-3N-24-0000-0002-0050 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 22nd day of June, 2026.

ATTEST:

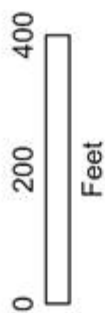
Natasha Peacock
City Clerk

Approved by me this 22nd day of June, 2026.

J. B. Whitten
Mayor

Adopted Future Land Use

N



Legend

Subject Parcel(s)

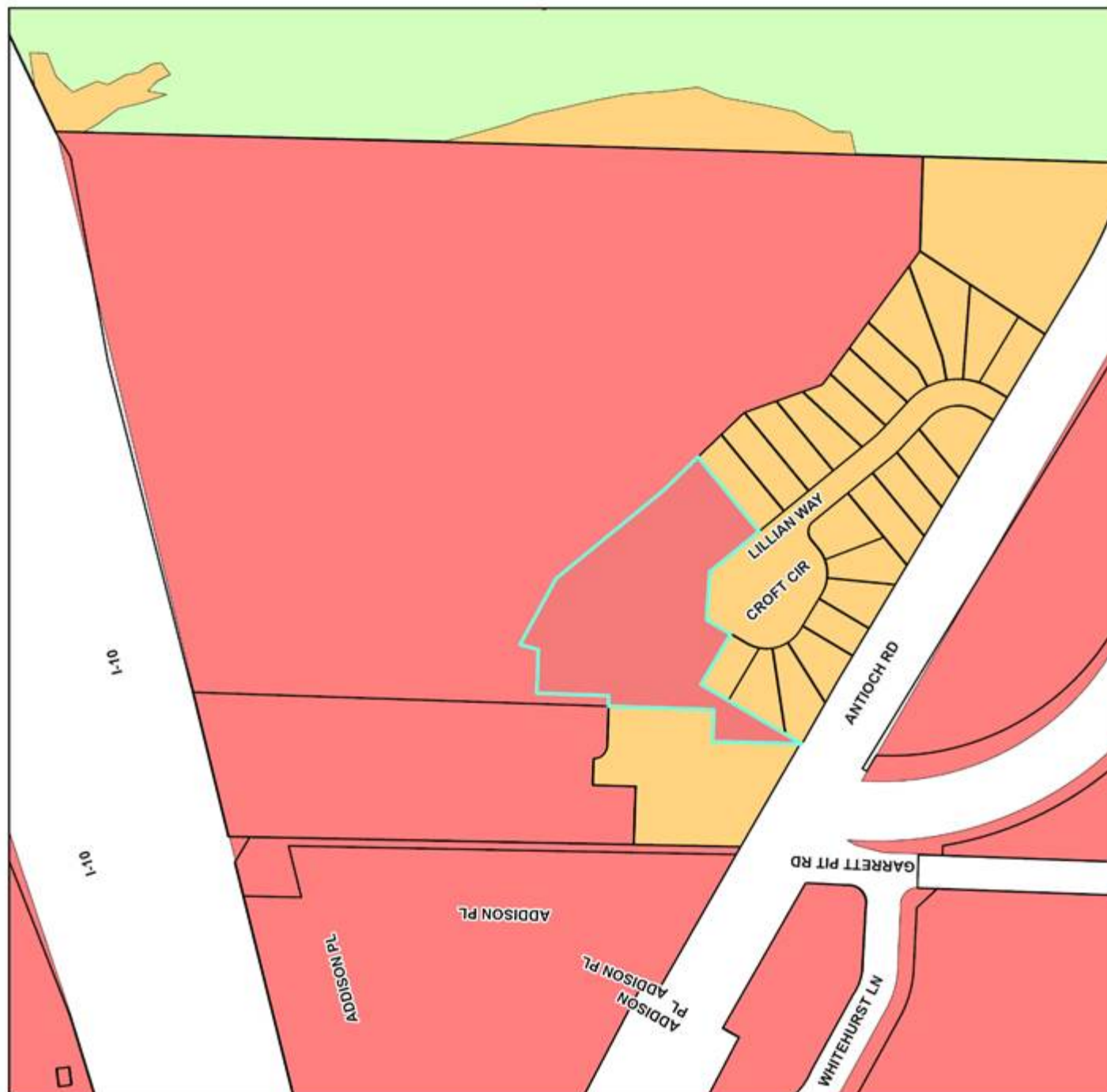
City Limits

City Future Land Use

Commercial (C)

Conservation (CON)

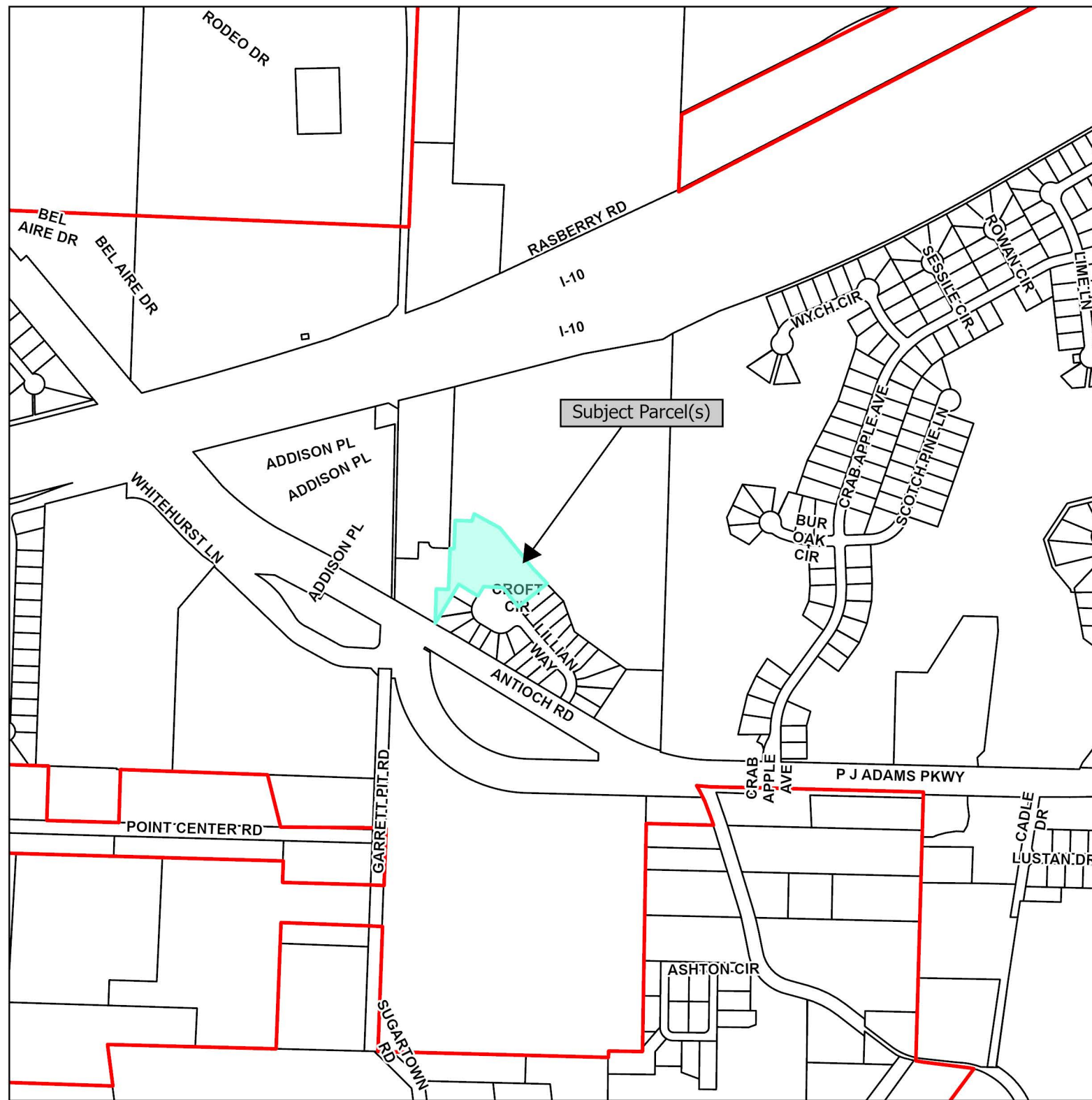
Residential (R)



Vicinity Map



Not to Scale

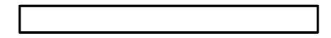


Existing Use

N



0 190 380

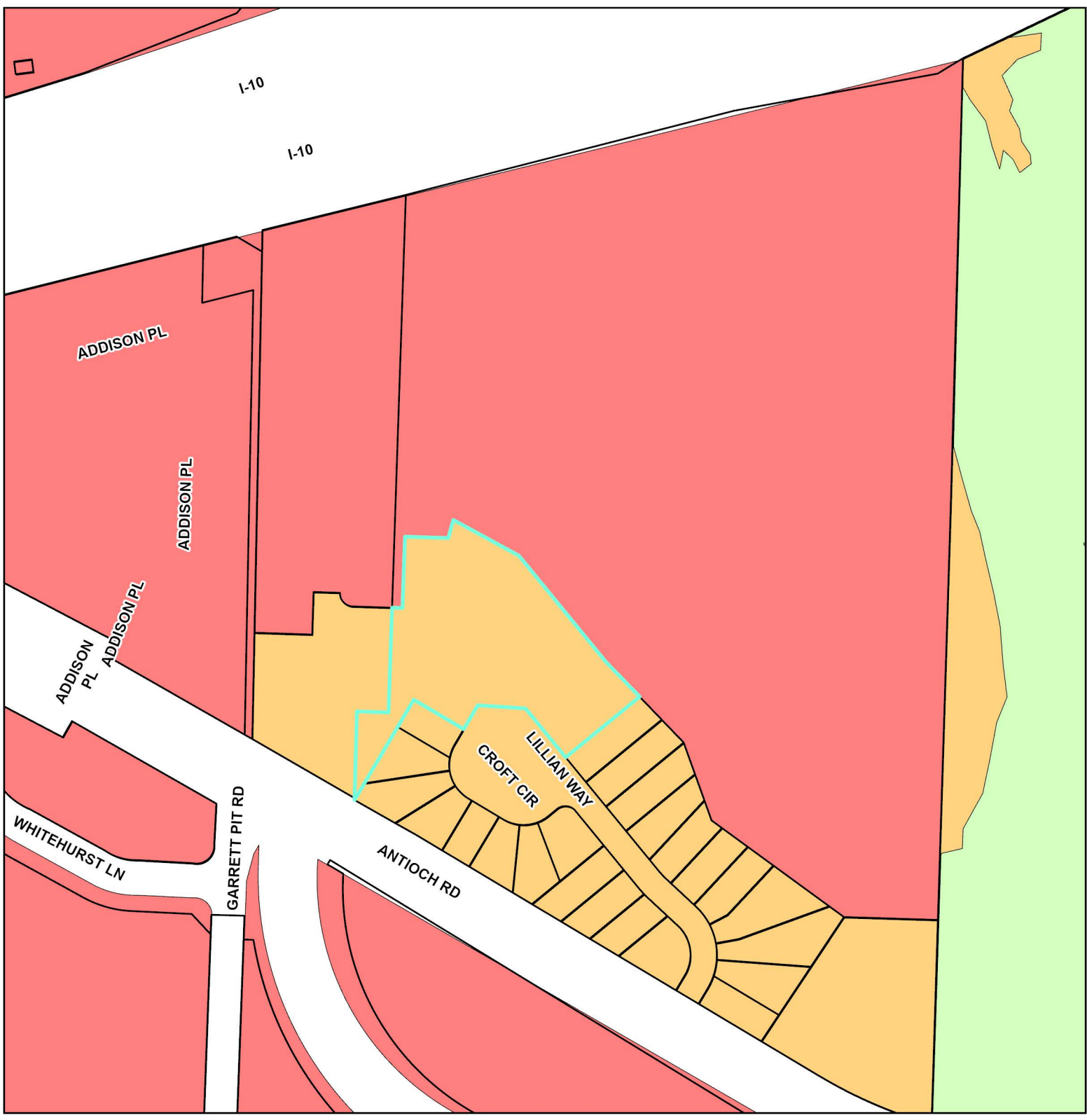


Feet

Legend

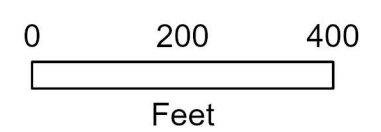
-  Subject Parcel(s)
-  City Limits
- Use Description**
 -  COUNTY
 -  HOLDING POND
 -  MULTI-FAMILY
 -  MUNICIPAL
 -  NO AG ACREAGE
 -  RES COMMON AREA
 -  SINGLE FAMILY
 -  VACANT
 -  VACANT COMMERCIAL





Current
Future Land Use

N



Legend

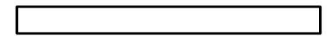
- Subject Parcel(s)
- City Limits
- City Future Land Use**
 - Commercial (C)
 - Conservation (CON)
 - Residential (R)

Current Zoning

N



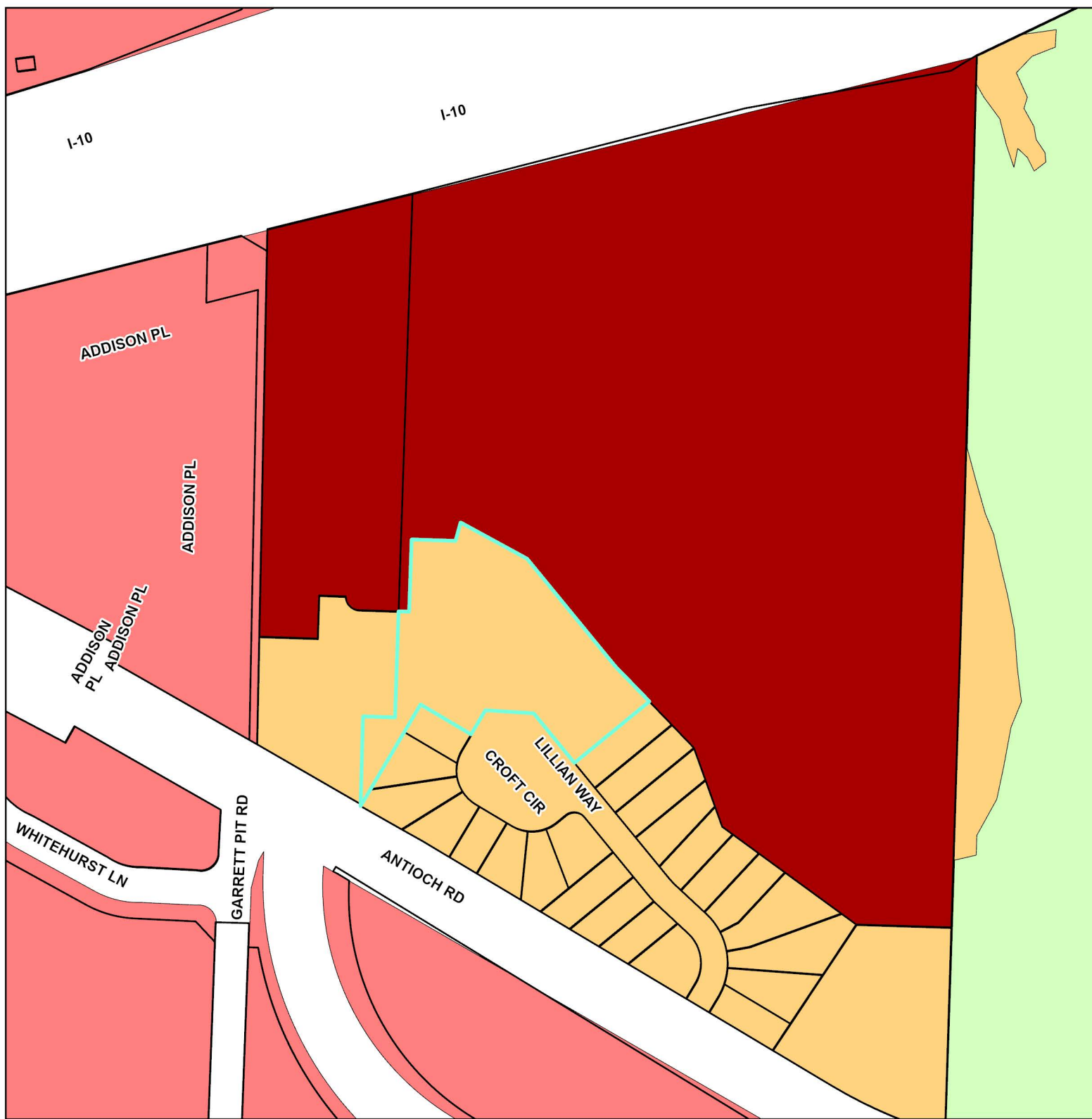
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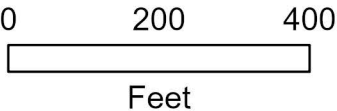
Feet

Legend

-  Subject Parcel(s)
-  City Limits
- City Zoning**
 -  Single Family Medium Density District (R-2)
 -  Commercial (C-1)
 -  Commercial (C-2)
 -  Conservation (E)

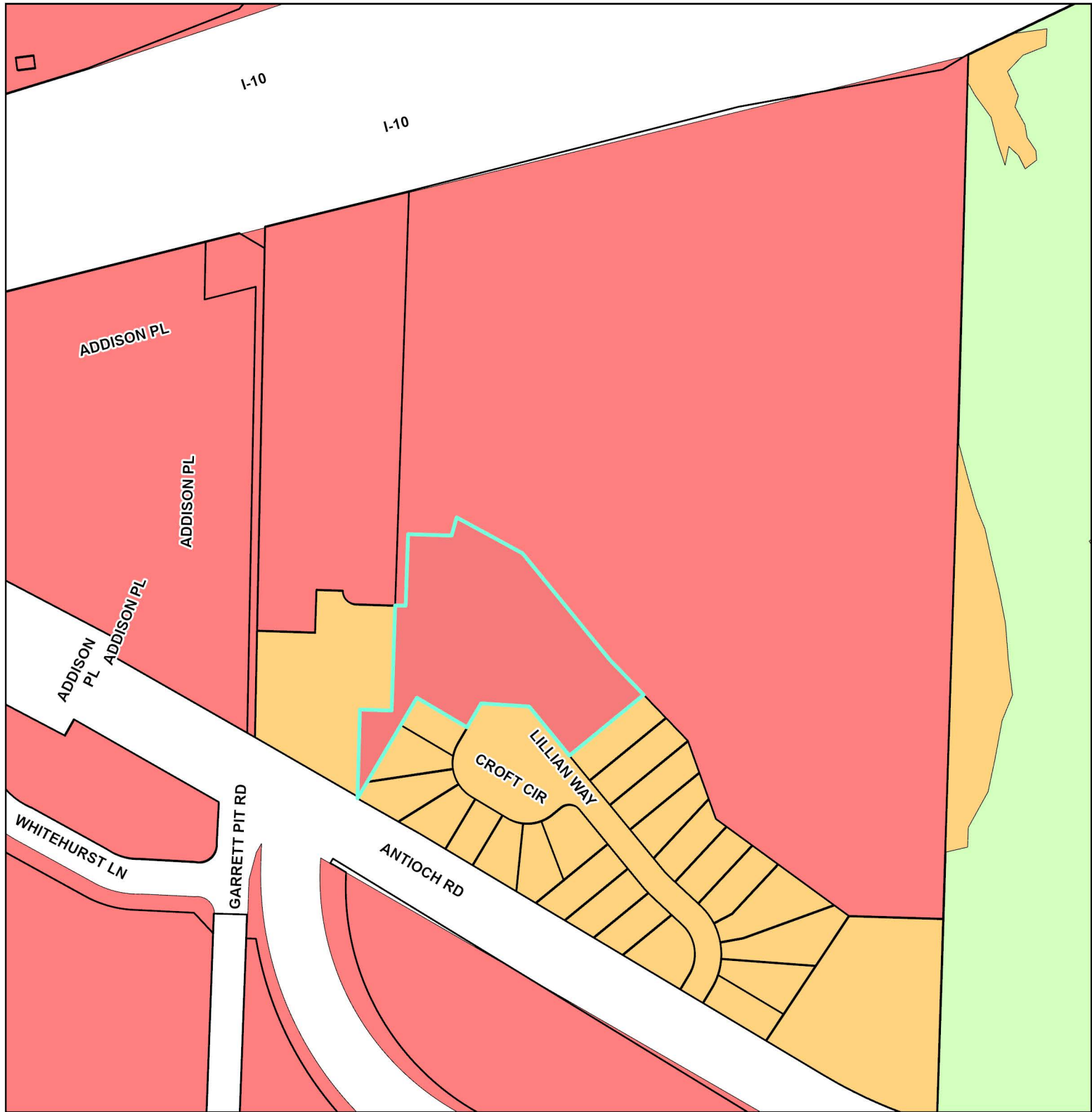


Proposed Future Land Use



Legend

- Subject Parcel(s)
- City Limits
- City Future Land Use**
 - Commercial (C)
 - Conservation (CON)
 - Residential (R)



Proposed Zoning

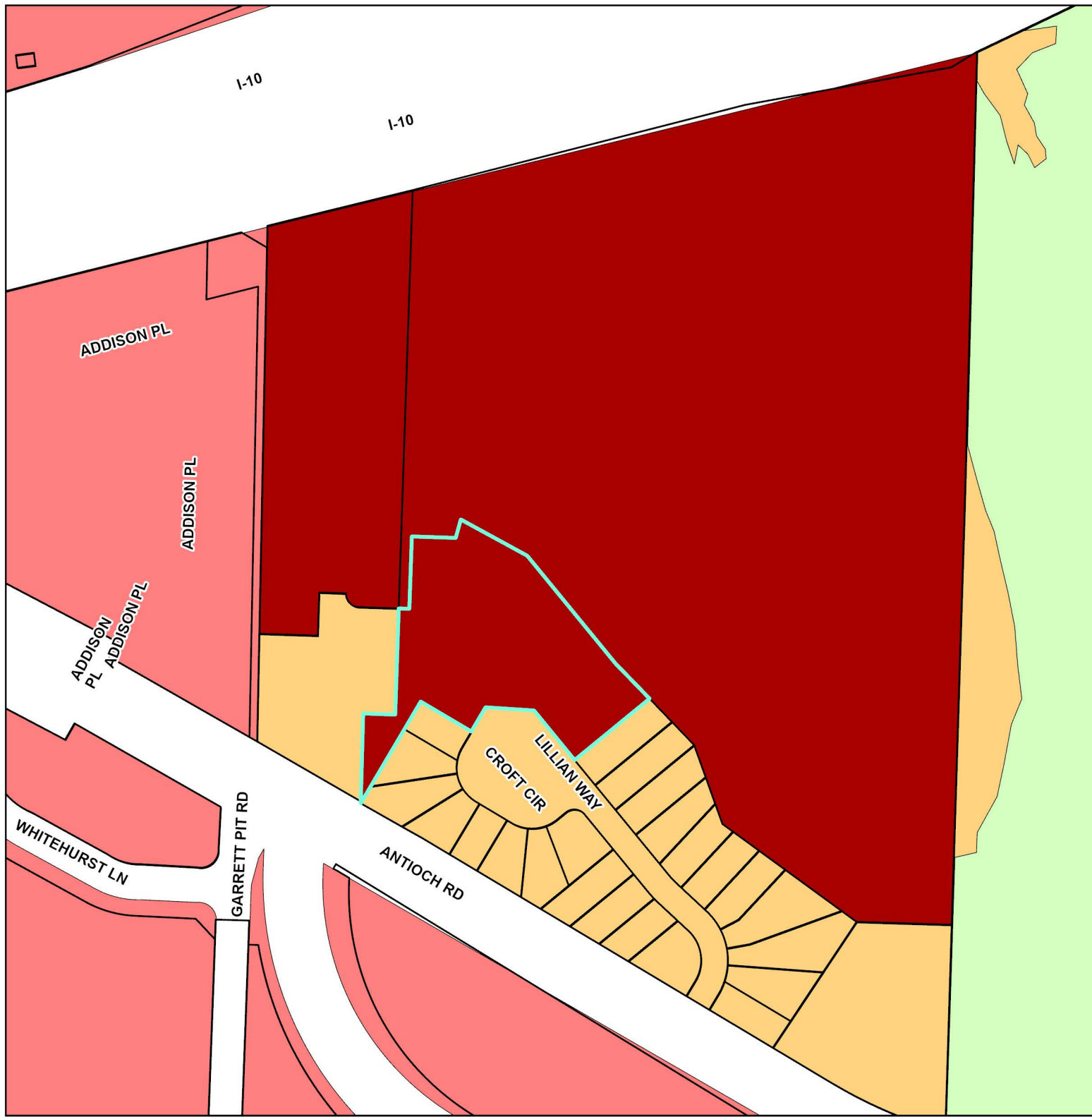
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0 200 400
Feet

Legend

-  Subject Parcel(s)
-  City Limits
- City Zoning**
 -  Single Family Medium Density District (R-2)
 -  Commercial (C-1)
 -  Commercial (C-2)
 -  Conservation (E)



[CAUTION EXTERNAL SENDER] Public Hearing Comment - Parcel ID 36-3N-24-0000-0002-0050

From Brandon Snow <brandonsnow94@gmail.com>

Date Thu 5/14/2026 5:50 PM

To Planning <planning@cityofcrestview.org>

Hello,

I received the notice regarding Parcel ID 36-3N-24-0000-0002-0050 on Antioch Road, requesting Commercial future land use and C-2 Commercial High-Intensity zoning.

I live on Lillian Way/Croft Cir, near the end of the cul-de-sac, very close to the affected parcel. I am concerned about the impact this change could have on the residential neighborhood, especially regarding traffic, noise, lighting, drainage, stormwater runoff, privacy, and property values.

I would like to know whether a specific site plan or proposed development has been submitted. I am also specifically asking whether there is any possibility of vehicle access, construction access, or commercial traffic being routed through Lillian Way/Croft Cir.

I strongly oppose any customer, employee, delivery, construction, or other commercial traffic being routed through Lillian Way/Croft Cir.

Please include my comments in the public record for this request.

Thank you,
Brandon Snow

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes, Barry Henderson, Development Services Director
DATE: 06/04/2026
SUBJECT: Ordinance 2022 Antioch Road Rezoning

BACKGROUND:

On April 20, 2026, staff received an application to amend the comprehensive plan and zoning designations for property located on Antioch Road.

The subject property is currently located within the city limits of Crestview with future land use designations of Commercial (C) and Residential (R). and zoning designations of Commercial High-Intensity District (C-2) and Single-Family Medium-Density Dwelling District (R-2).

The application requests the Commercial High-Intensity District (C-2) zoning designation for the portion of the property that has a zoning designation of Single-Family Medium-Density Dwelling District (R-2).

The Planning and Development Board recommended approval of the request on June 1, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: Fort Walton Beach Medical
Parcel ID: 36-3N-24-0000-0002-0050
Site Size: 30.9 acres
Current FLU: Commercial (C) and Residential (R)
Current Zoning: Commercial High-Intensity District (C-2) and Single-Family Medium-Density Dwelling District (R-2)
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	None (Interstate-10)	None (Interstate-10)	Interstate
East	Conservation (C) and Residential (R)	Conservation (E) and Single-Family Medium-Density Dwelling District (R-2)	Residential (Common Area)
South	Residential (R)	Single-Family Medium-Density Dwelling District (R-2)	Residential
West	Commercial (C) and Residential (R)	Commercial High-Intensity District (C-2) and Single-Family	Vacant

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 will be developed for commercial 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 May 11, 2026. The property was posted on May 18, 2026. An advertisement ran in the Crestview News Bulletin on May 21, 2026.

Staff received an emailed response to the mailed notices, which is attached to this staff report.

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 were \$750.00. There is no additional cost of advertising as the rezoning request was included in the advertisement for the comprehensive plan amendment.

RECOMMENDED ACTION

Staff respectfully requests that the council move Ordinance 2022 to second reading for adoption.

Attachments

1. Exhibits - Antioch Rd
2. Mailing Response - Mr. Snow

ORDINANCE: 2022

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF THAT PORTION OF THE FOLLOWING DESCRIBED PROPERTY CURRENTLY ZONED AS SINGLE-FAMILY MEDIUM-DENSITY DWELLING DISTRICT (R-2), LOCATED IN SECTION 36, TOWNSHIP 3 NORTH, RANGE 24 WEST, FROM THE SINGLE-FAMILY MEDIUM-DENSITY DWELLING DISTRICT (R-2) TO THE COMMERCIAL HIGH-INTENSITY DISTRICT (C-2); 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 the City of Crestview Land Development Code.

SECTION 2 – PROPERTY REZONED. The following described 30.9 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with a portion, being formerly zoned Single-Family Medium-Density Dwelling District (R-2) with the Commercial (C) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 2021, is hereby rezoned to the Commercial High-Intensity District (C-2) to wit:

PIN # 36-3N-24-0000-0002-0050

A PARCEL OF LAND SITUATED IN THE NORTHWEST QUARTER, SECTION 36, TOWNSHIP 3 NORTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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CONTAINING 1,346,163 SQUARE FEET OR 30.9 ACRES, MORE OR LESS.

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.

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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 # 2021 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 22nd day of June, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 22nd day of June, 2026.

J. B. Whitten
Mayor

Adopted Zoning



Legend

Subject Parcel(s)

City Limits

City Zoning

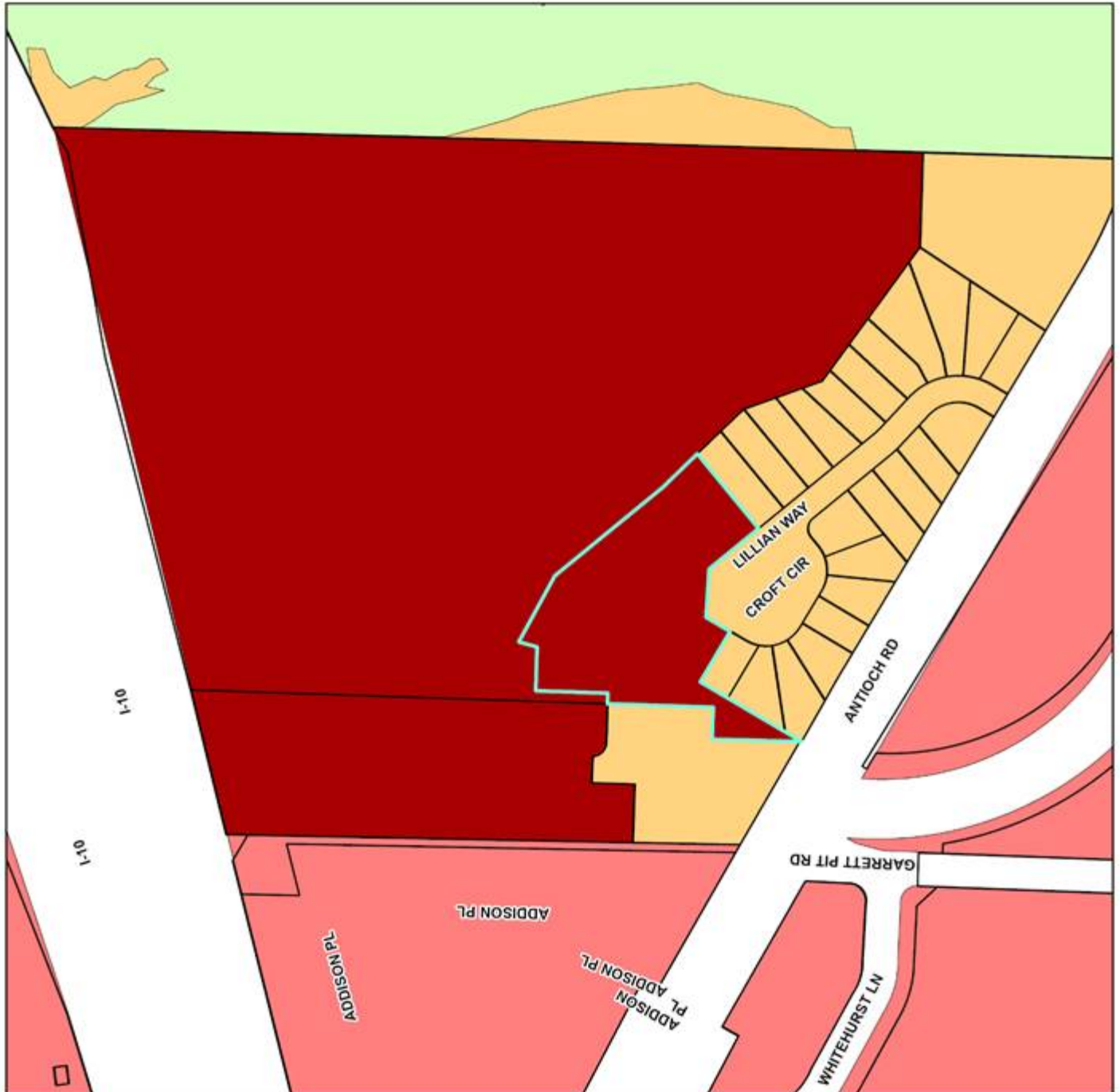
Single Family Medium

Density District (R-2)

Commercial (C-1)

Commercial (C-2)

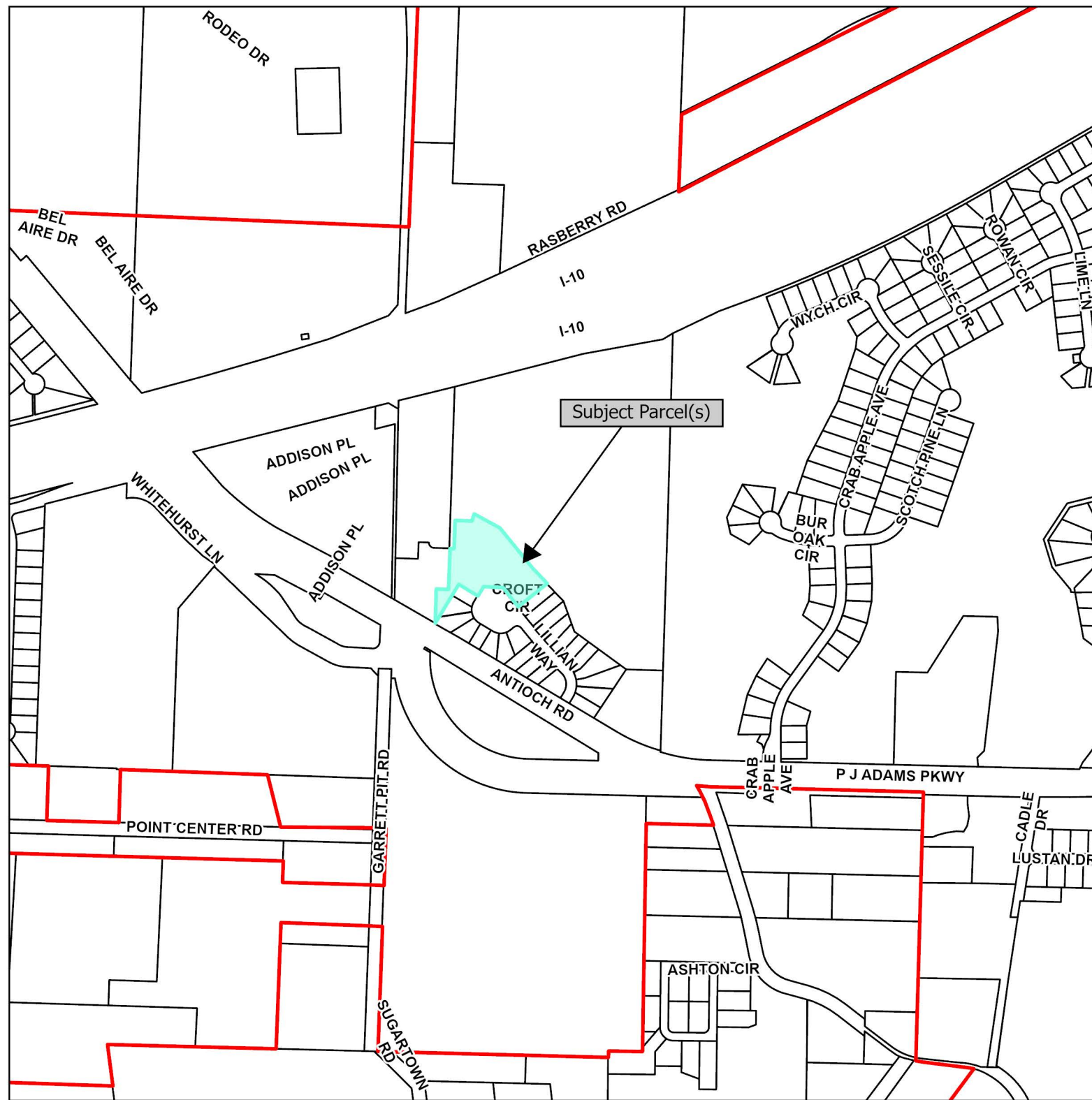
Conservation (E)



Vicinity Map



Not to Scale

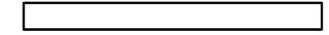


Existing Use

N



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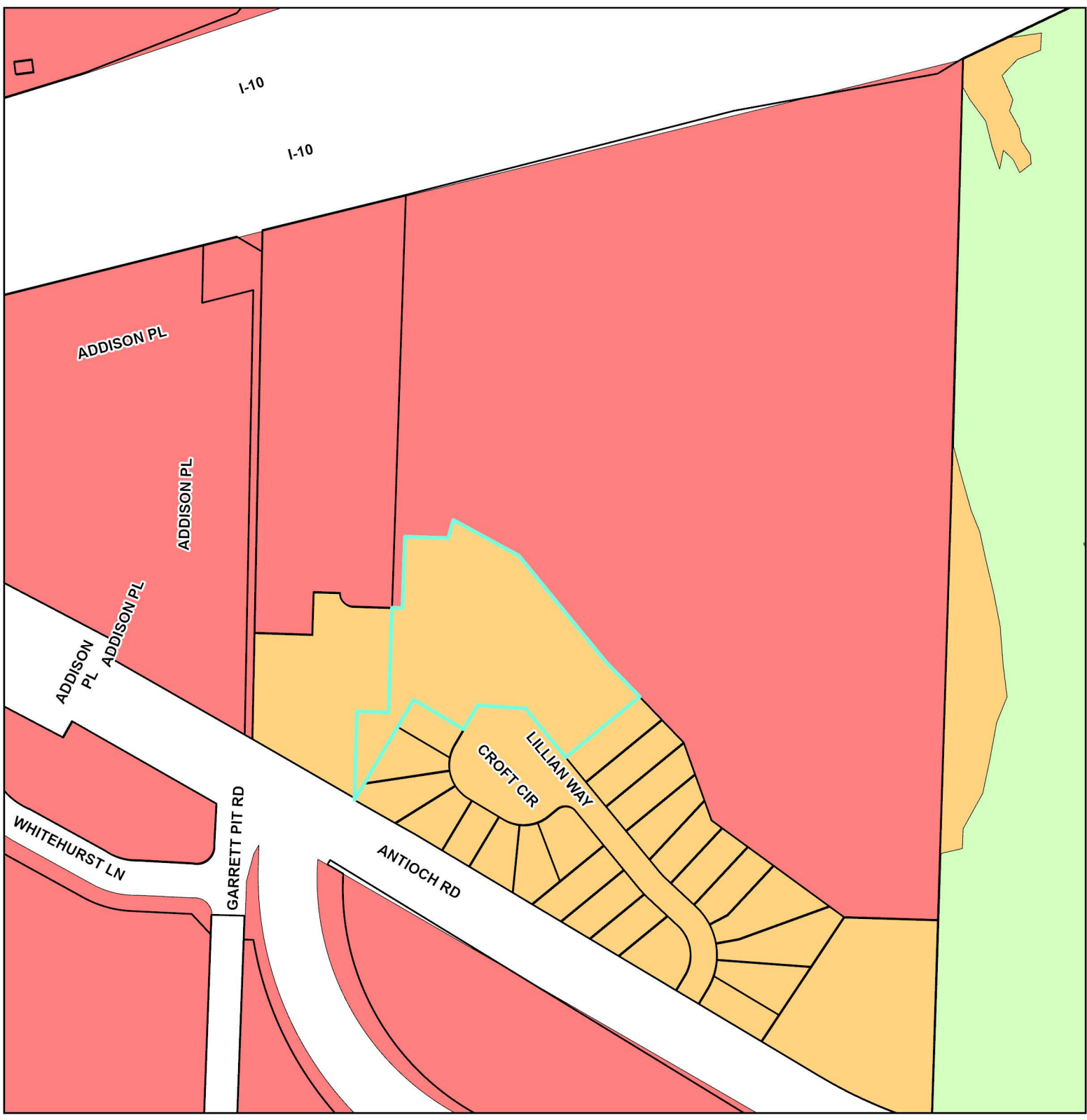


Feet

Legend

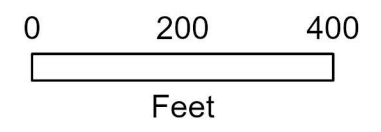
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 -  VACANT
 -  VACANT COMMERCIAL





Current
Future Land Use

N



Legend

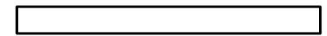
-  Subject Parcel(s)
-  City Limits
- City Future Land Use**
 -  Commercial (C)
 -  Conservation (CON)
 -  Residential (R)

Current Zoning

N



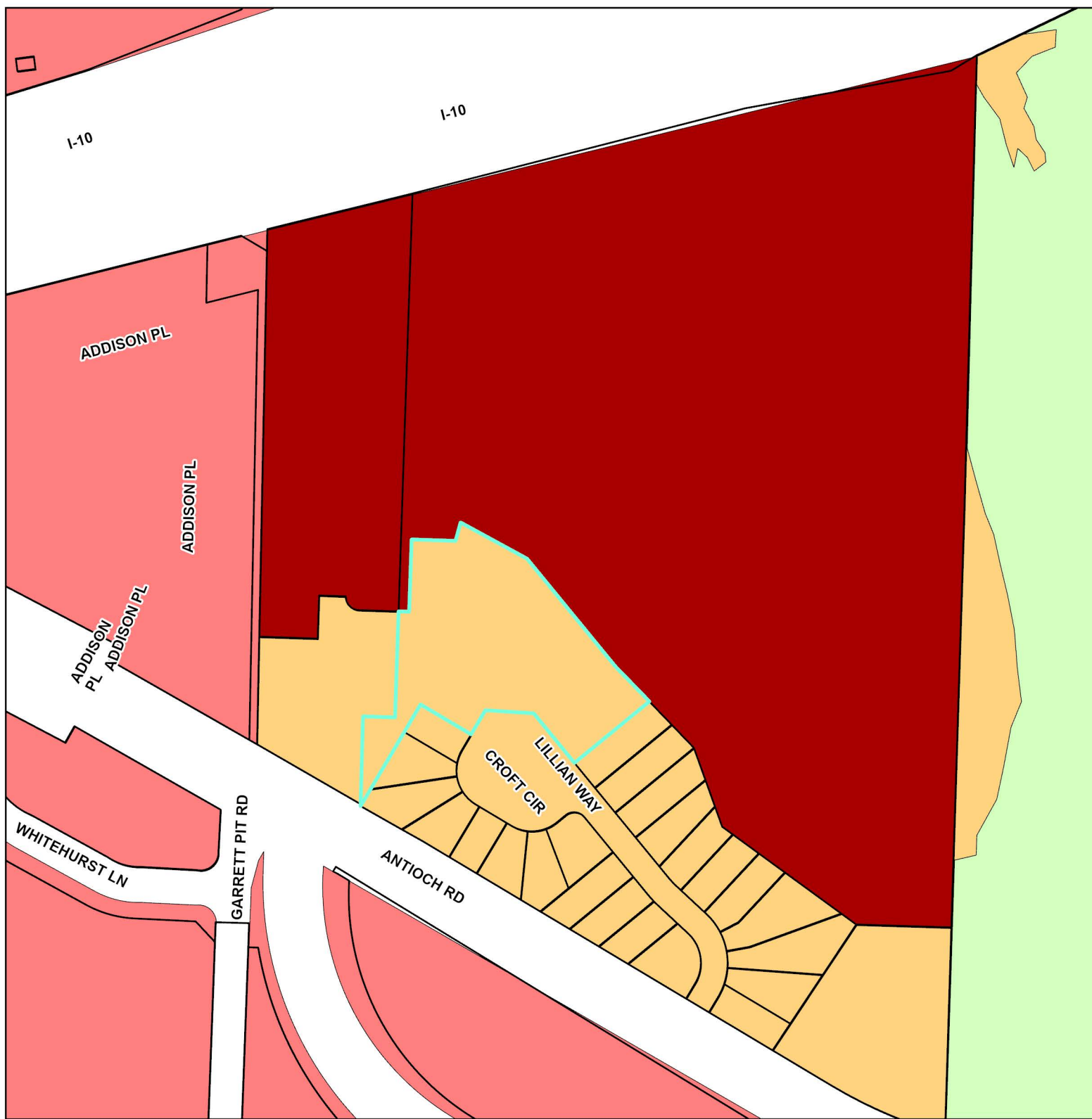
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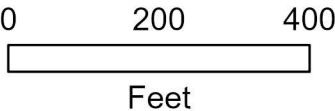
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-  Subject Parcel(s)
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- City Zoning**
 -  Single Family Medium Density District (R-2)
 -  Commercial (C-1)
 -  Commercial (C-2)
 -  Conservation (E)



Proposed Future Land Use



Legend

 Subject Parcel(s)

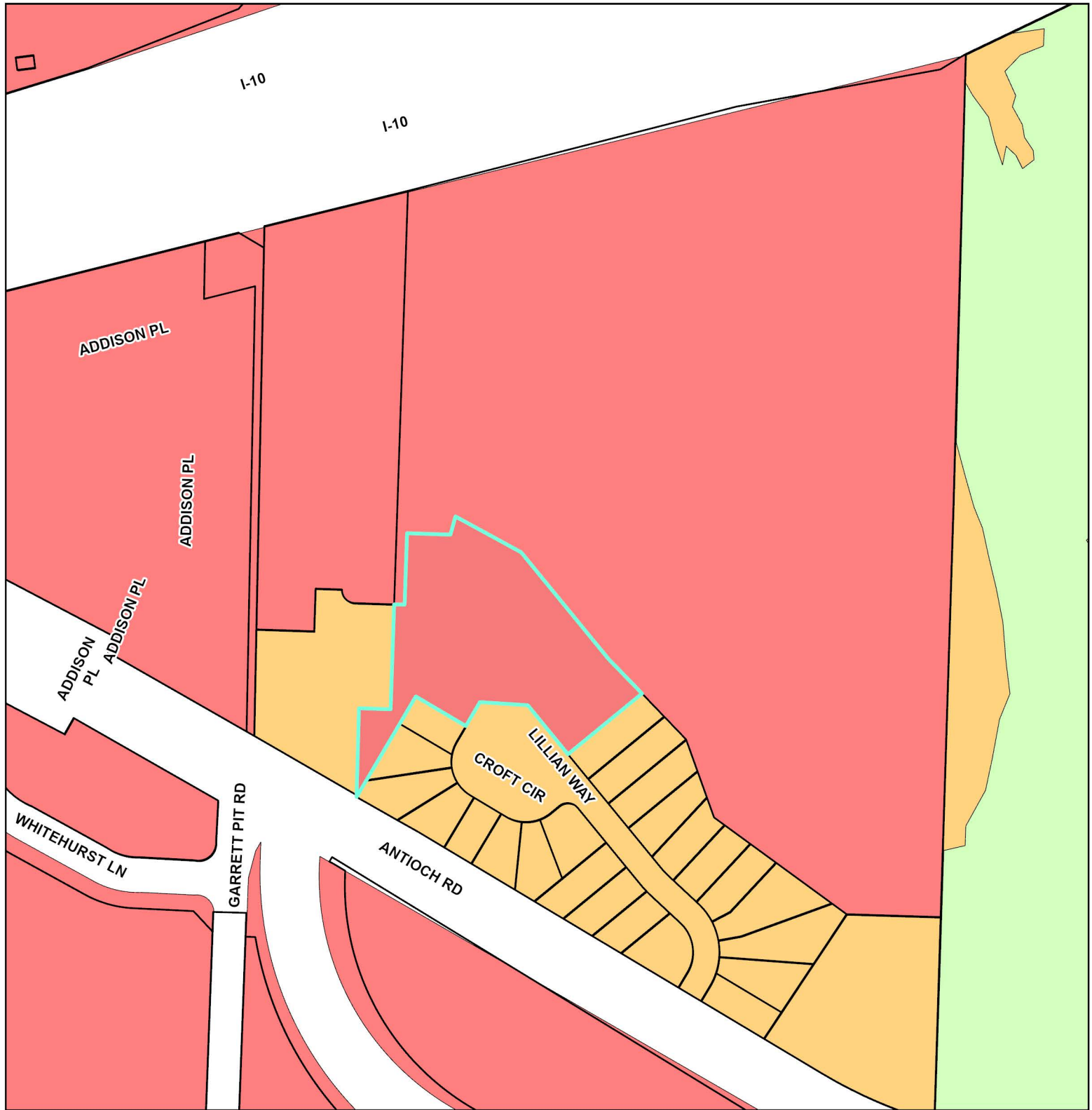
 City Limits

City Future Land Use

 Commercial (C)

 Conservation (CON)

 Residential (R)



Proposed Zoning

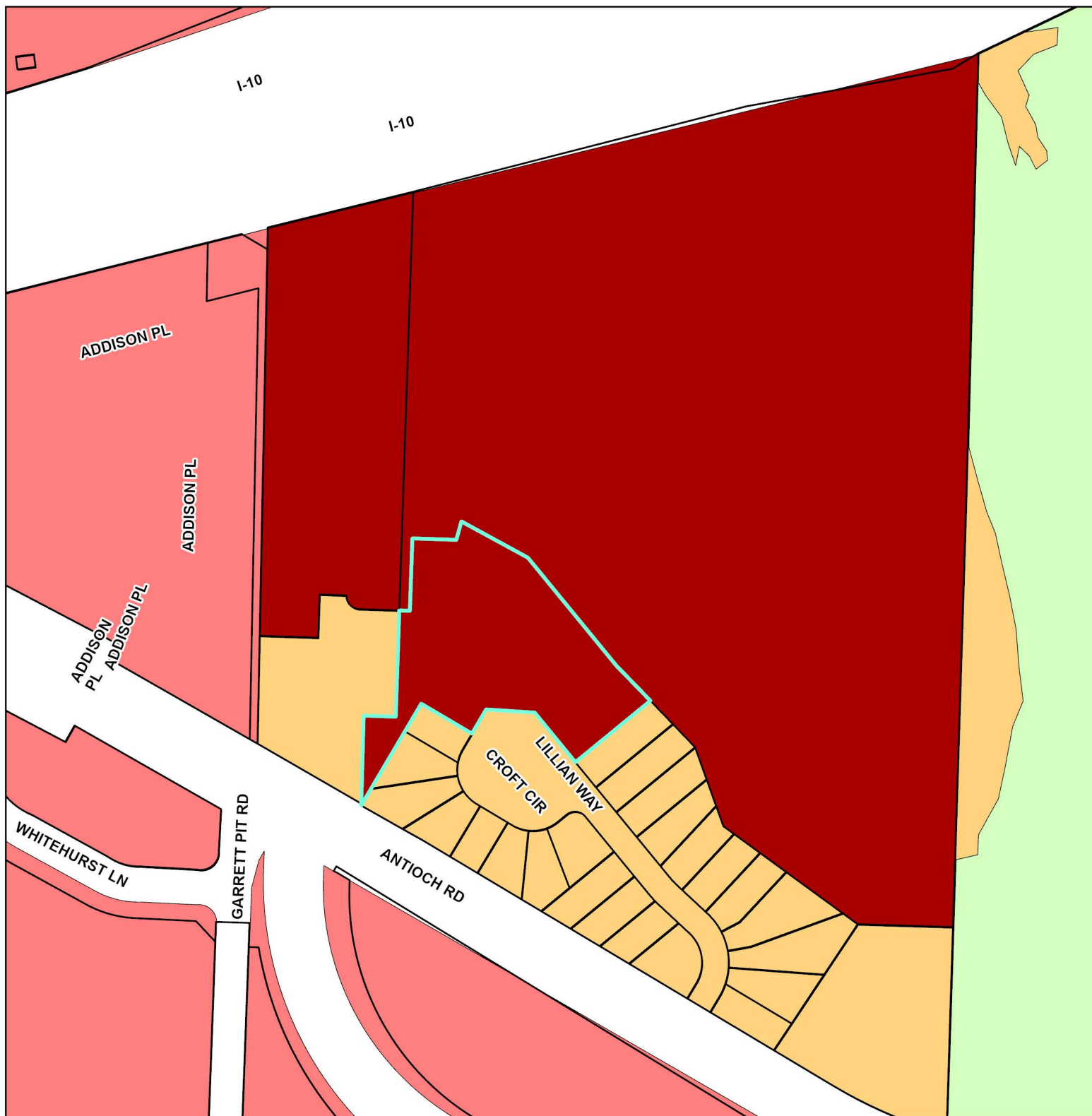
N



0 200 400
Feet

Legend

-  Subject Parcel(s)
-  City Limits
- City Zoning**
 -  Single Family Medium Density District (R-2)
 -  Commercial (C-1)
 -  Commercial (C-2)
 -  Conservation (E)



[CAUTION EXTERNAL SENDER] Public Hearing Comment - Parcel ID 36-3N-24-0000-0002-0050

From Brandon Snow <brandonsnow94@gmail.com>

Date Thu 5/14/2026 5:50 PM

To Planning <planning@cityofcrestview.org>

Hello,

I received the notice regarding Parcel ID 36-3N-24-0000-0002-0050 on Antioch Road, requesting Commercial future land use and C-2 Commercial High-Intensity zoning.

I live on Lillian Way/Croft Cir, near the end of the cul-de-sac, very close to the affected parcel. I am concerned about the impact this change could have on the residential neighborhood, especially regarding traffic, noise, lighting, drainage, stormwater runoff, privacy, and property values.

I would like to know whether a specific site plan or proposed development has been submitted. I am also specifically asking whether there is any possibility of vehicle access, construction access, or commercial traffic being routed through Lillian Way/Croft Cir.

I strongly oppose any customer, employee, delivery, construction, or other commercial traffic being routed through Lillian Way/Croft Cir.

Please include my comments in the public record for this request.

Thank you,
Brandon Snow

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Dawn Barnes
DATE: 06/04/2026
SUBJECT: Ordinance 2023 Live Oak Church Road Annexation

BACKGROUND:

On April 30, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 4780 Live Oak Church Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use.

The Planning and Development Board recommended approval of the request on June 1, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: Toth, Dawn
Parcel ID: 32-3N-23-0000-0010-0000
Site Size: 1.36 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed-Use (MU)	Mixed-Use (MU)	Vacant
East	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Commercial
South	Mixed-Use (MU)	Mixed-Use (MU)	Residential & Vacant
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as a commercial 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 May 11, 2026. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on May 19, 2026. The property was posted on May 18, 2026. An advertisement ran in the Crestview News Bulletin on May 21 and 28, 2026.

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 annexation were \$1,200.00. The cost of advertising was \$552.50.

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 that the council move Ordinance 2023 to second reading for adoption.

Attachments

1. Exhibits - Live Oak Church Rd

ORDINANCE: 2023

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 1.36 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 32, 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 # 32-3N-23-0000-0010-0000 (Deed recorded in Book 3611, page 2338, dated March 22, 2022)

A PARCEL OF LAND SITUATED IN SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; AND BEING A PORTION OF THE PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; ALSO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 4"x4" CONCRETE MONUMENT WITH NO IDENTIFICATION MARKING THE PURPORTED SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; THENCE PROCEED N02°52'32"E ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 188.84 FEET TO A ½" IRON ROD WITH NO IDENTIFICATION MARKING THE SOUTHWEST CORNER OF AFOREMENTIONED PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, ALSO BEING THE POINT OF BEGINNING; THENCE PROCEED N03°04'08"E ALONG THE WEST LINE OF SAID PARCEL, A DISTANCE OF 131.46 FEET TO A ½" IRON ROD L.B. # 7191; THENCE DEPARTING SAID WEST LINE PROCEED N82°57'58"E A DISTANCE OF 366.61 FEET TO A ½" IRON ROD L.B. # 7191, SAID POINT LYING ON A CURVE ON THE WEST RIGHT-OF-WAY LINE OF LIVE OAK CHURCH ROAD (40' PUBLIC R/W) AS DESCRIBED IN OFFICIAL RECORDS BOOK 2678 PAGE 2118, SAID CURVE BEING CONCAVE TO THE WEST AND HAVING A RADIUS OF 2491.28 FEET; THENCE PROCEED ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°08'18" FOR A DISTANCE OF 49.50 FEET

(CHORD = 49.50 FEET, CHORD BEARING = S23°42'40"E) TO A NAIL & DISC L.B. # 7191; THENCE CONTINUE ALONG SAID WEST RIGHT-OF-WAY LINE PROCEED S23°08'30"E, A DISTANCE OF 135.34 FEET TO A ½" IRON ROD L.B. # 7191 ON AN EXISTING CHAIN-LINK FENCE LINE; THENCE PROCEED WESTERLY ALONG SAID CHAIN-LINK FENCE FOR A DISTANCE OF 444. 7 FEET MORE OR LESS TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 1.36 ACRES, MORE OR LESS.

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 22nd day of June, 2026.

ATTEST:

Natasha Peacock

City Clerk

Approved by me this 22nd day of June, 2026.

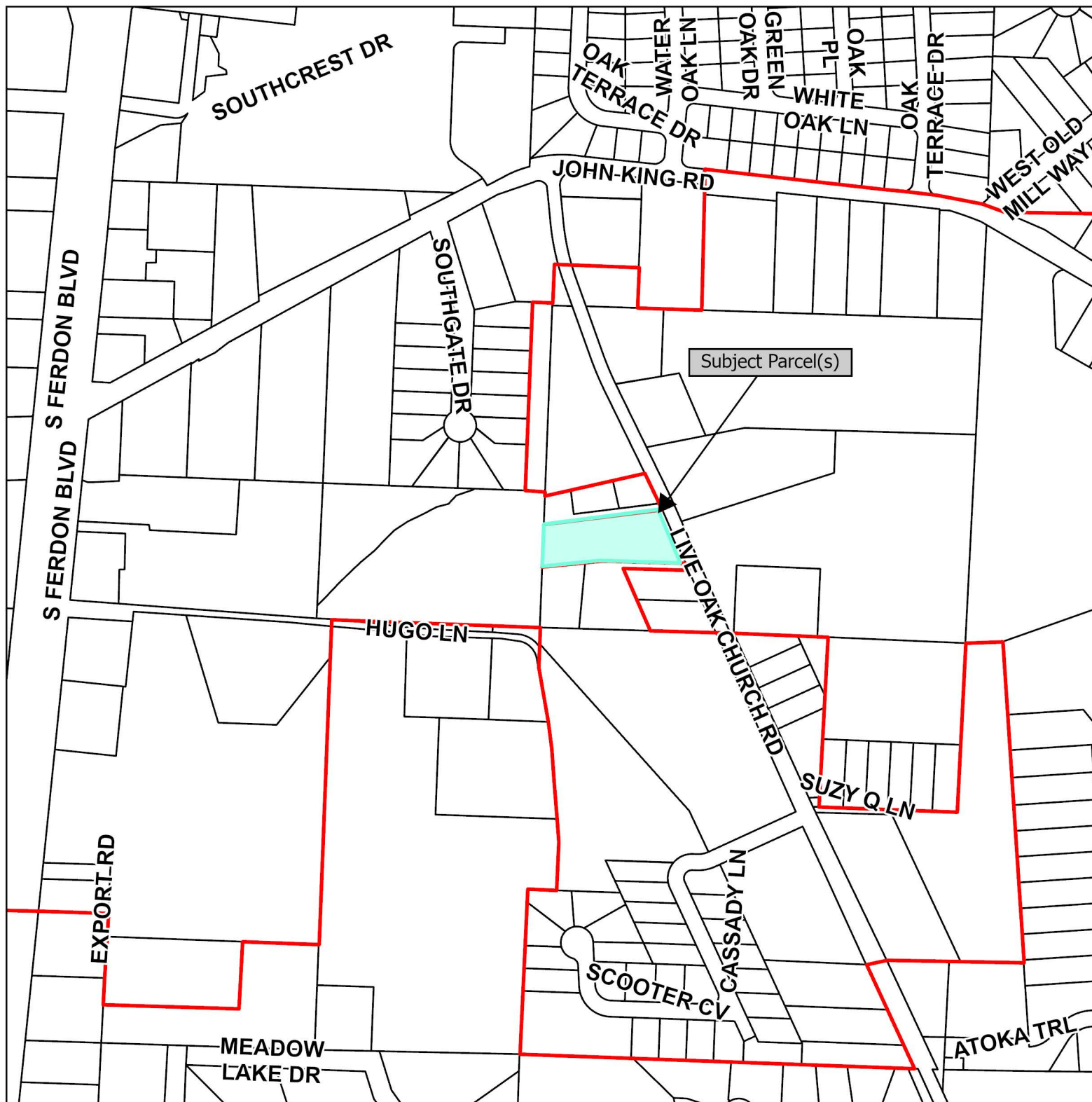
J. B. Whitten
Mayor



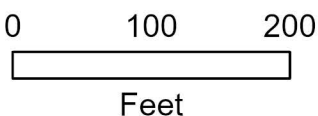
Vicinity Map



Not to Scale

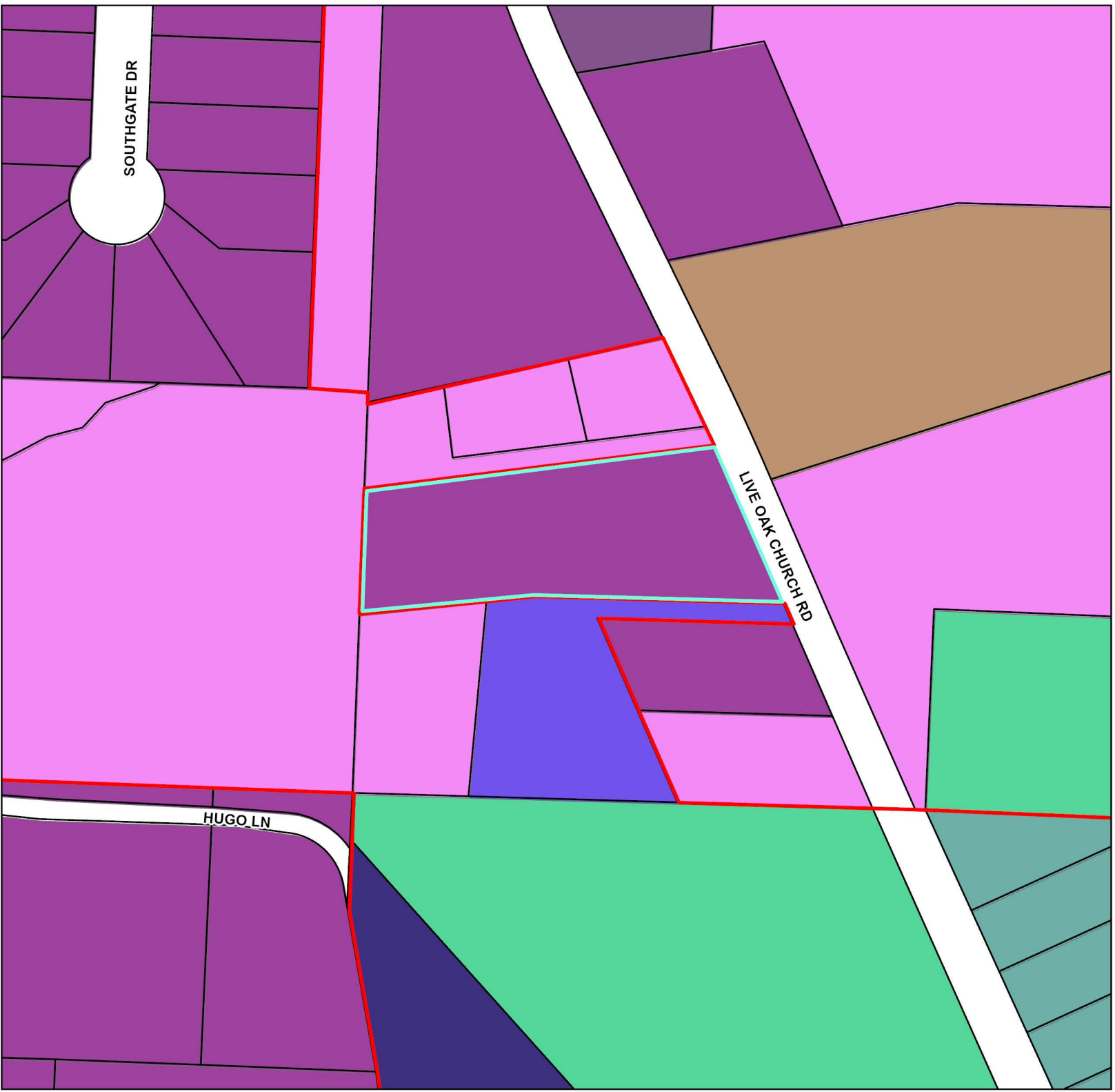


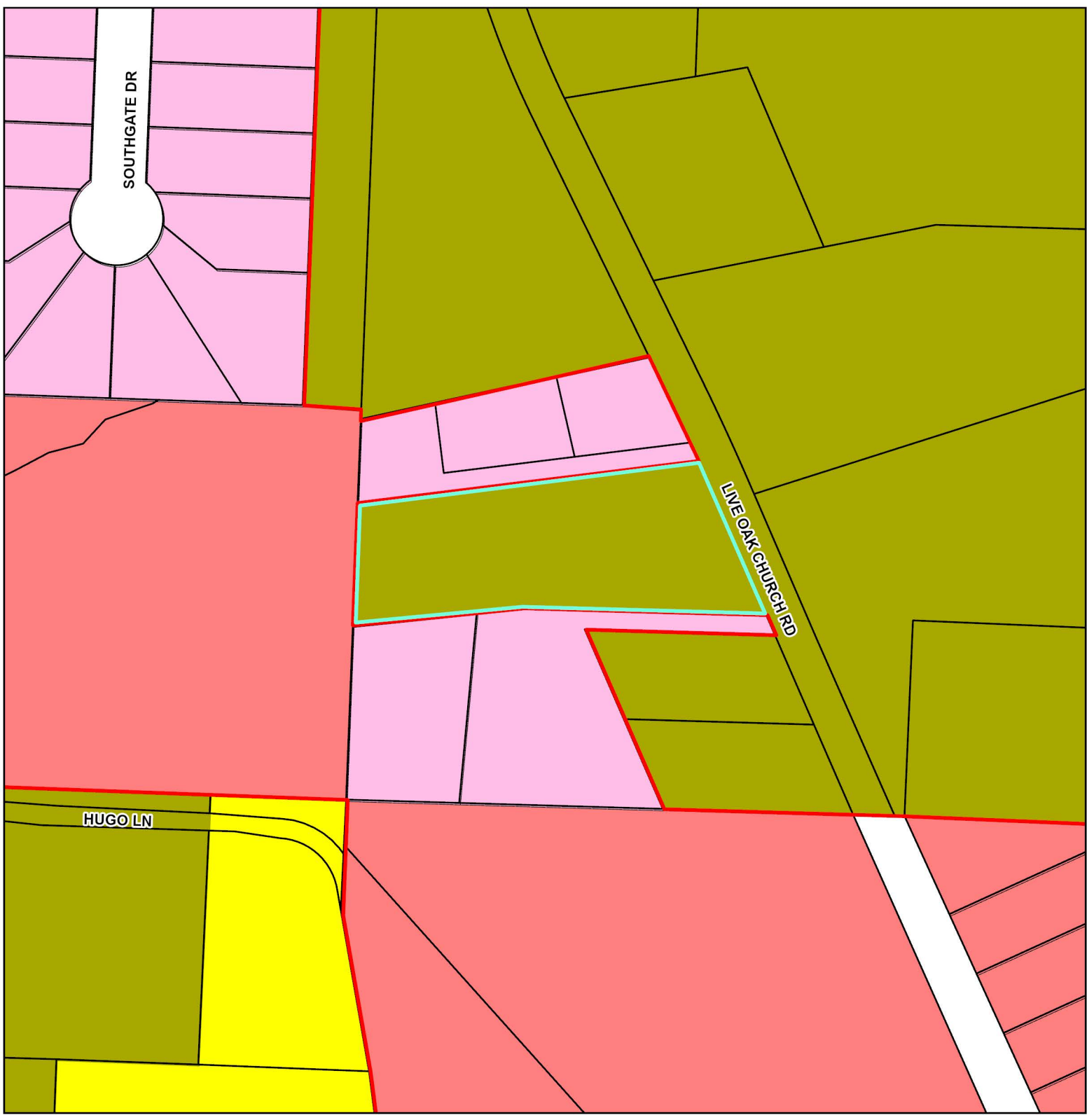
Existing Use



Legend

- Subject Parcel(s)
- City Limits
- Use Description**
 - LIGHT MANUFACTURE
 - MOBILE HOME
 - NO AG ACREAGE
 - OPEN STORAGE
 - SERVICE SHOP
 - SINGLE FAMILY
 - VACANT
 - WAREHOUSE-STORAGE



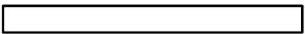


Current
Future Land Use

N



0 112.5 225



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

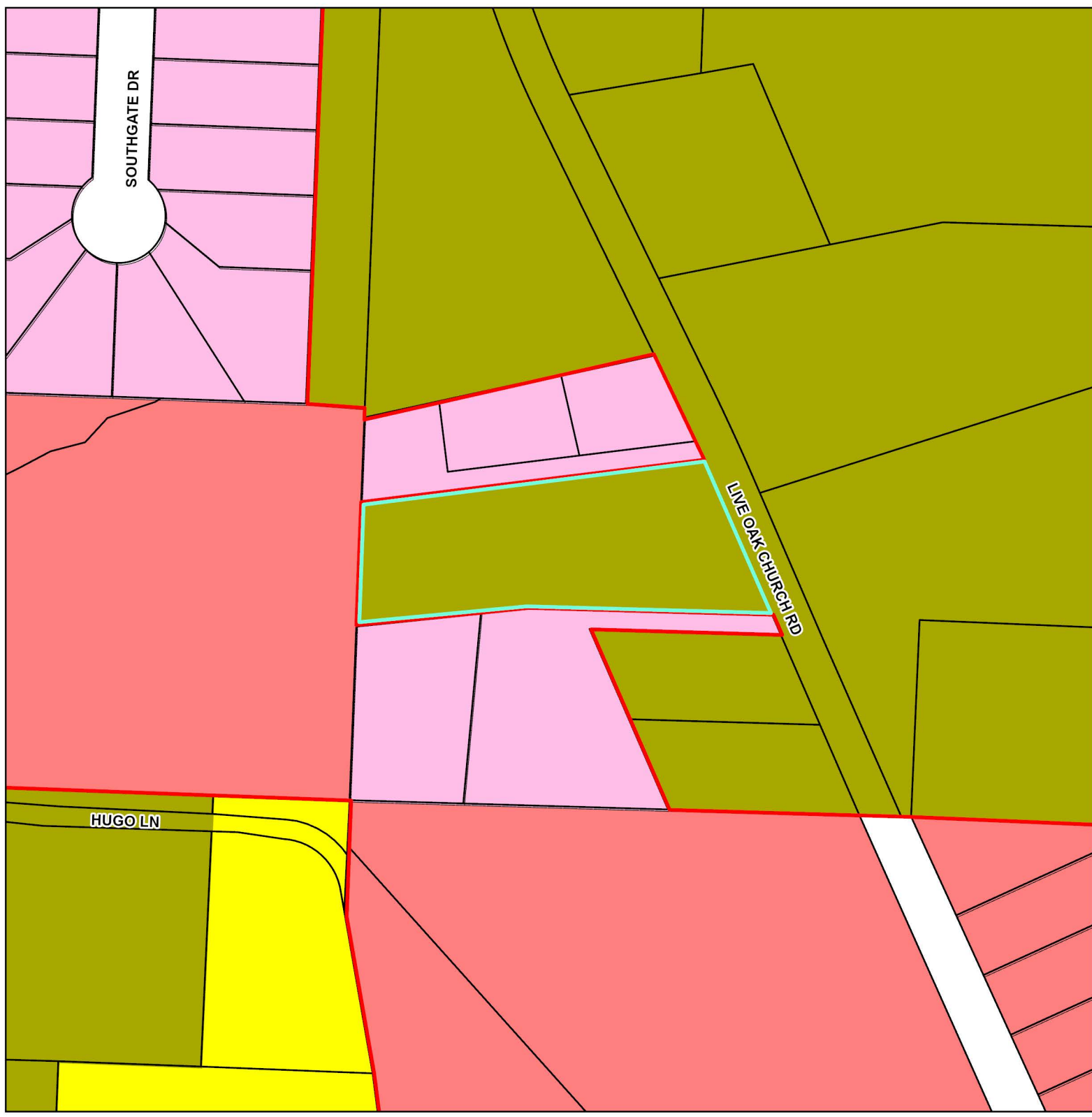
 Commercial (C)

 Mixed Use (MU)

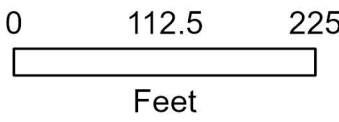
County Future Land Use

 Low Density Residential

 Mixed Use (MU)



Current Zoning



Legend

 Subject Parcel(s)

 City Limits

City Zoning

 Mixed Use (MU)

 Commercial (C-1)

County Zoning

 Residential - 1 (R-1)

 Mixed Use (MU)

Proposed Future Land Use

N



0 112.5 225
Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

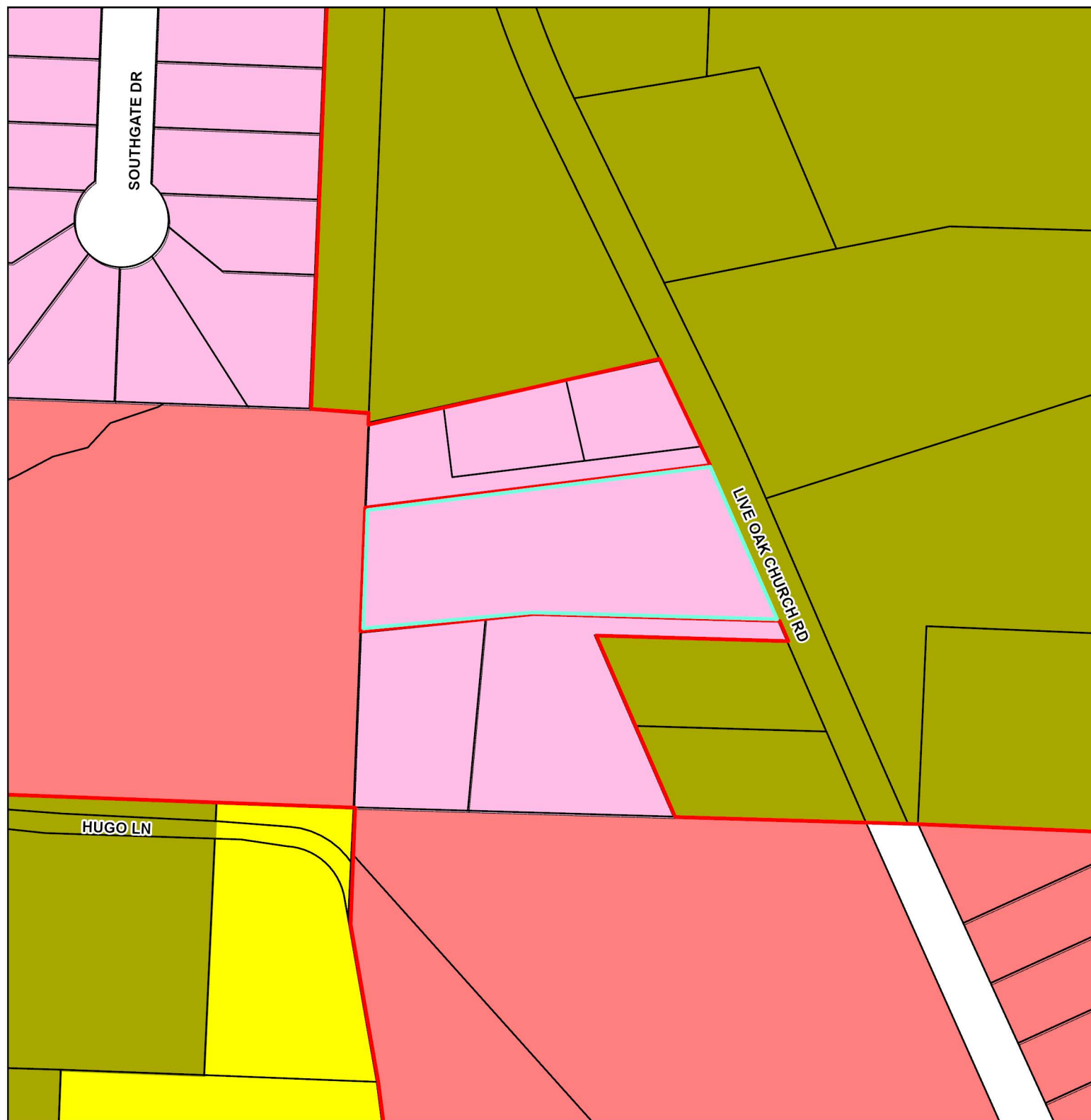
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)



Proposed Zoning

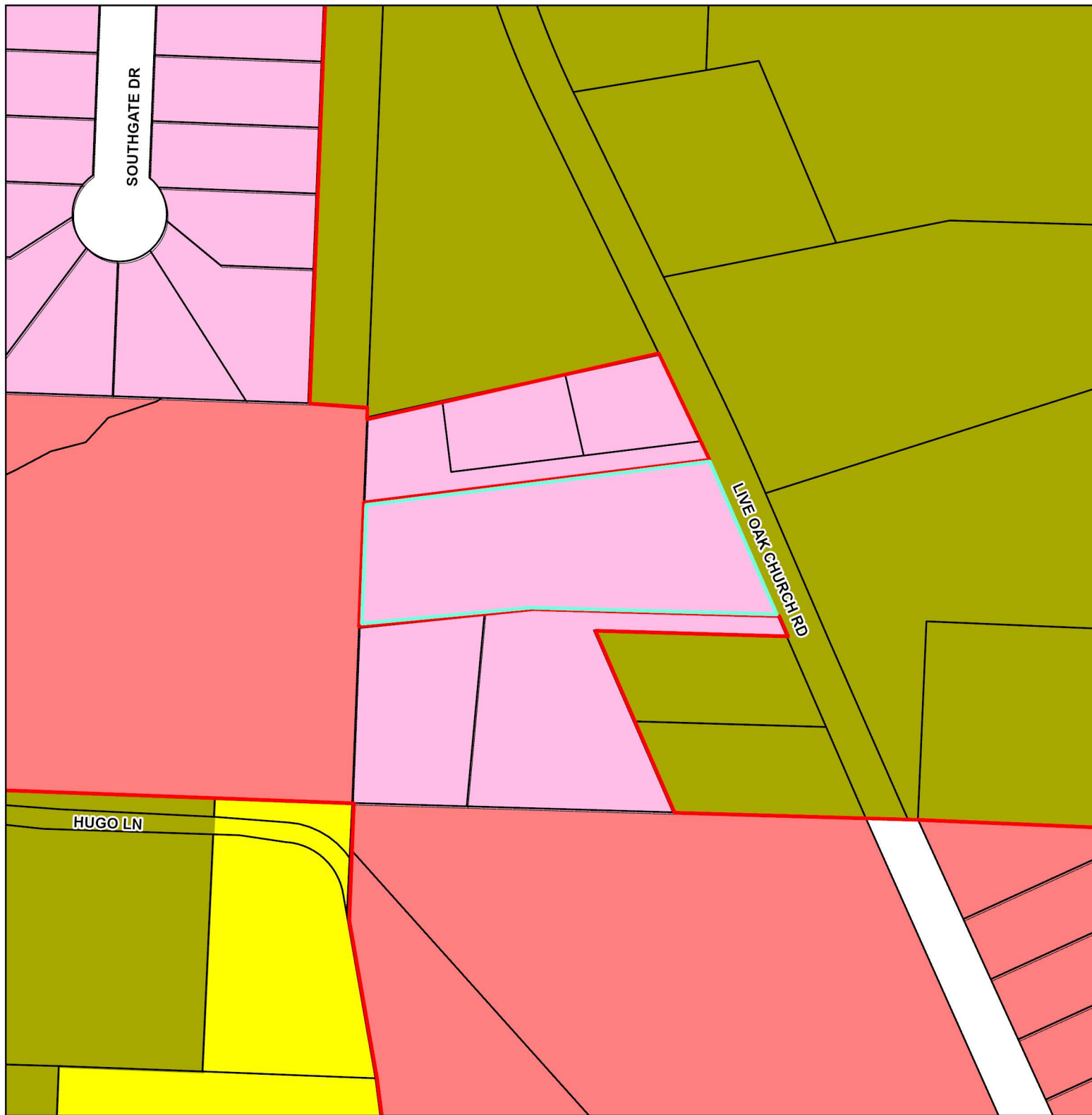
N



0 112.5 225
Feet

Legend

- Subject Parcel(s)
- City Limits
- County Zoning**
 - Residential - 1 (R-1)
 - Mixed Use (MU)
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)





Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Dawn Barnes
DATE: 06/04/2026
SUBJECT: Ordinance 2024 Live Oak Church Road Comp Plan Amendment

BACKGROUND:

On April 30, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 4780 Live Oak Church Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use.

The application requests the Mixed-Use (MU) future land use designation for the property.

The Planning and Development Board recommended approval of the request on June 1, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: Toth, Dawn
Parcel ID: 32-3N-23-0000-0010-0000
Site Size: 1.36 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed-Use (MU)	Mixed-Use (MU)	Vacant
East	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Commercial
South	Mixed-Use (MU)	Mixed-Use (MU)	Residential & Vacant
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as a commercial 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 May 11, 2026. The property was posted on May 18, 2026. An advertisement ran in the Crestview News Bulletin on May 21 and 28, 2026.

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 are included in the 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 that the council move Ordinance 2024 to second reading for adoption.

Attachments

1. Exhibits - Live Oak Church Rd

ORDINANCE: 2024

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 MIXED-USE TO MIXED-USE (MU) ON APPROXIMATELY 1.36 ACRES, MORE OR LESS, IN SECTION 32, 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 Mixed-Use to Mixed-Use (MU) on a parcel of land containing 1.36 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 1.36 acres of land, more or less, from Okaloosa County Mixed-Use to Mixed-Use (MU). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 1.36 acres, more or less, is known as Parcel 32-3N-23-0000-0010-0000 and commonly described as:

A PARCEL OF LAND SITUATED IN SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; AND BEING A PORTION OF THE PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; ALSO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 4"x4" CONCRETE MONUMENT WITH NO IDENTIFICATION MARKING THE PURPORTED SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 3 NORTH, RANGE 23

WEST. OKALOOSA COUNTY, FLORIDA; THENCE PROCEED N02°52'32"E ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 188.84 FEET TO A ½" IRON ROD WITH NO IDENTIFICATION MARKING THE SOUTHWEST CORNER OF AFOREMENTIONED PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, ALSO BEING THE POINT OF BEGINNING; THENCE PROCEED N03°04'08"E ALONG THE WEST LINE OF SAID PARCEL, A DISTANCE OF 131.46 FEET TO A ½" IRON ROD L.B. # 7191; THENCE DEPARTING SAID WEST LINE PROCEED N82°57'58"E A DISTANCE OF 366.61 FEET TO A ½" IRON ROD L.B. # 7191, SAID POINT LYING ON A CURVE ON THE WEST RIGHT-OF-WAY LINE OF LIVE OAK CHURCH ROAD (40' PUBLIC R/W) AS DESCRIBED IN OFFICIAL RECORDS BOOK 2678 PAGE 2118, SAID CURVE BEING CONCAVE TO THE WEST AND HAVING A RADIUS OF 2491.28 FEET; THENCE PROCEED ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°08'18" FOR A DISTANCE OF 49.50 FEET (CHORD = 49.50 FEET, CHORD BEARING = S23°42'40"E) TO A NAIL & DISC L.B. # 7191; THENCE CONTINUE ALONG SAID WEST RIGHT-OF-WAY LINE PROCEED S23°08'30"E, A DISTANCE OF 135.34 FEET TO A ½" IRON ROD L.B. # 7191 ON AN EXISTING CHAIN-LINK FENCE LINE; THENCE PROCEED WESTERLY ALONG SAID CHAIN-LINK FENCE FOR A DISTANCE OF 444. 7 FEET MORE OR LESS TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 1.36 ACRES, MORE OR LESS.

The Mixed-Use (MU) Future Land Use Category is hereby imposed on Parcel 32-3N-23-0000-0010-0000. 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 32-3N-23-0000-0010-0000 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 22nd day of June, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 22nd day of June, 2026.

J. B. Whitten
Mayor

Adopted Future Land Use

N



0 90 180



Feet

Legend

Subject Parcel(s)

City Limits

City Future Land Use

Commercial (C)

Mixed Use (MU)

County Future Land Use

Low Density Residential (LDR)

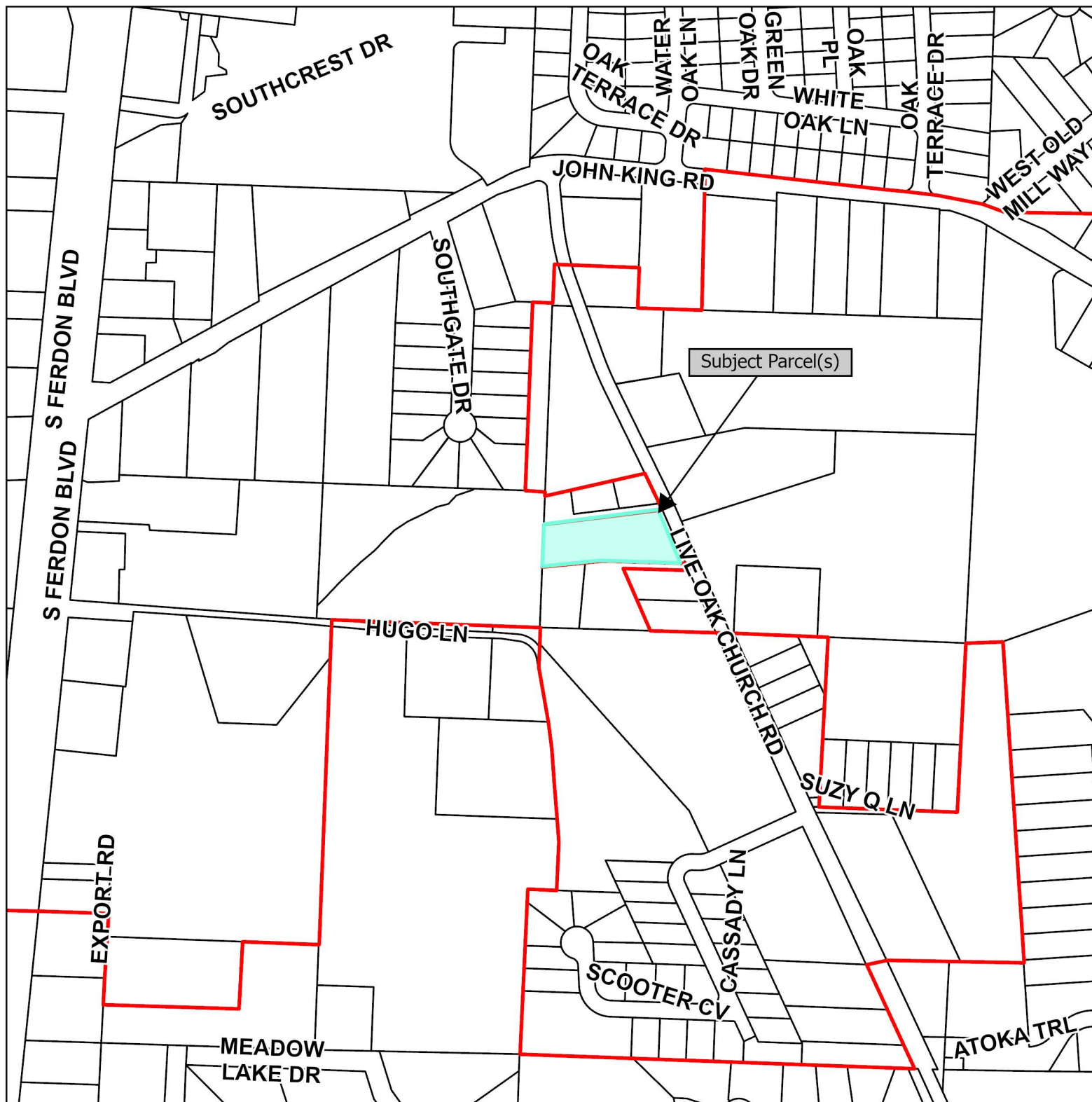
Mixed Use (MU)



Vicinity Map



Not to Scale

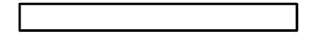


Existing Use

N



0 100 200



Feet

Legend

 Subject Parcel(s)

 City Limits

Use Description

 LIGHT MANUFACTURE

 MOBILE HOME

 NO AG ACREAGE

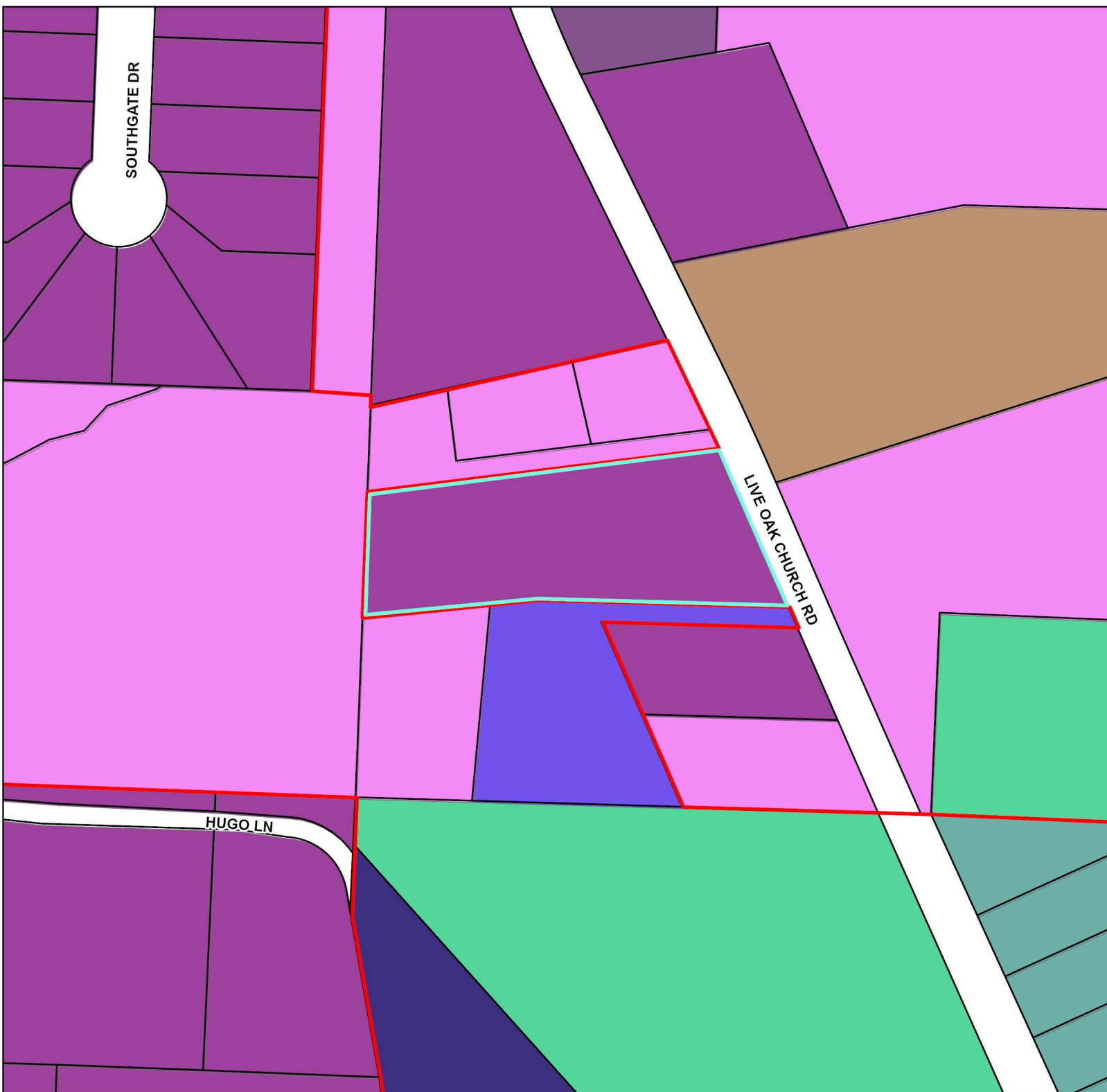
 OPEN STORAGE

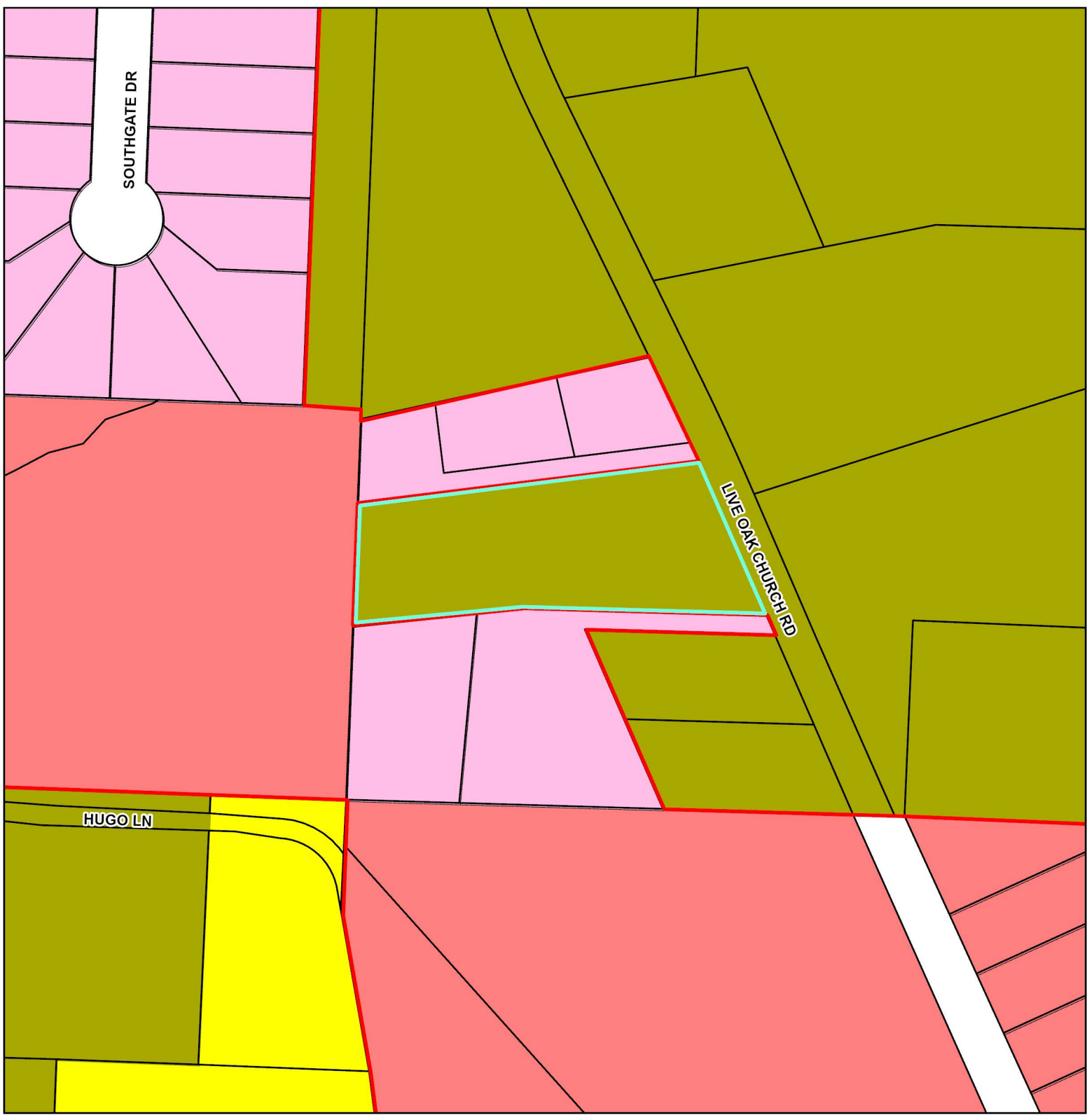
 SERVICE SHOP

 SINGLE FAMILY

 VACANT

 WAREHOUSE-STORAGE



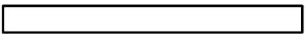


Current
Future Land Use

N



0 112.5 225



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

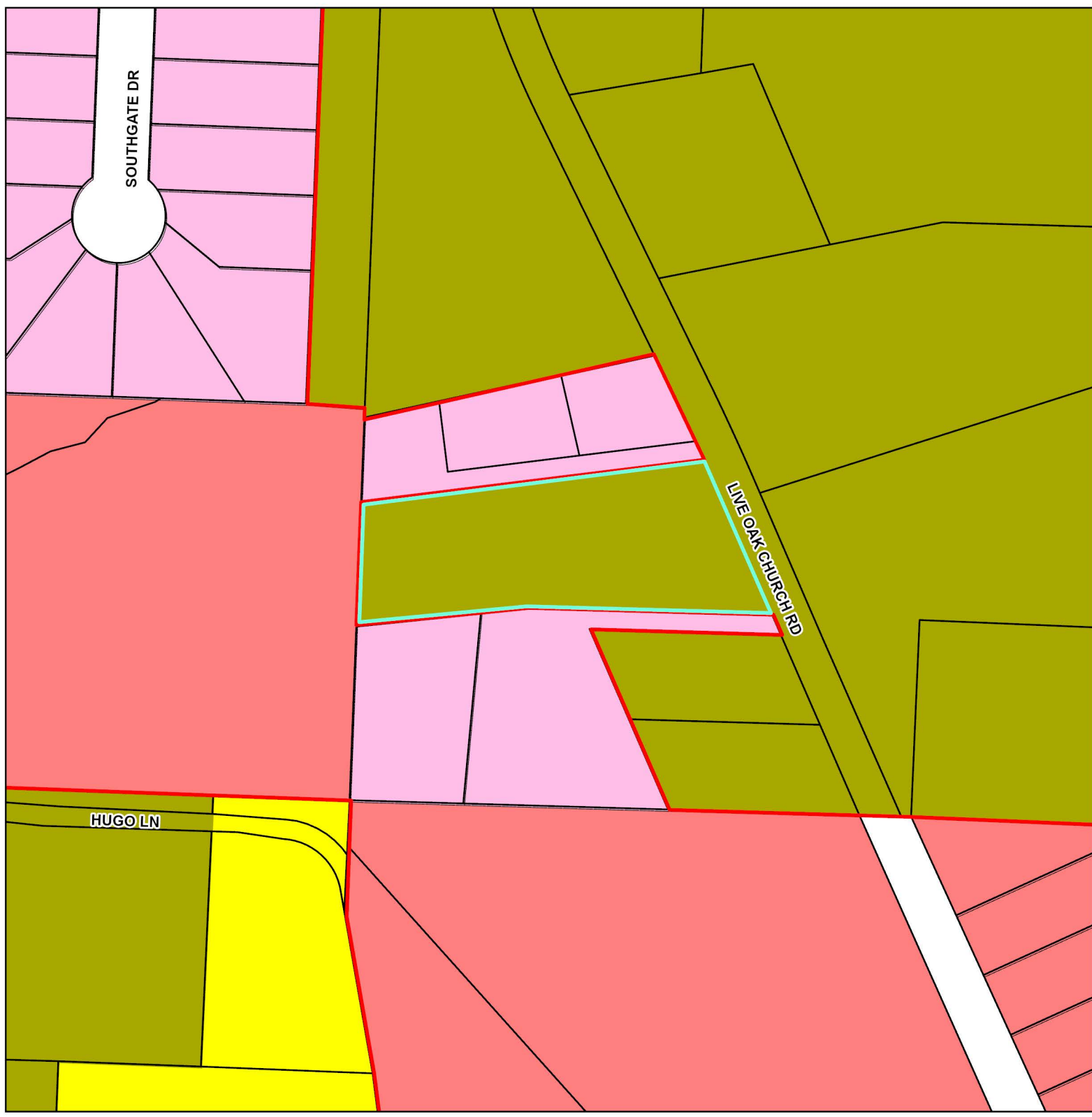
 Commercial (C)

 Mixed Use (MU)

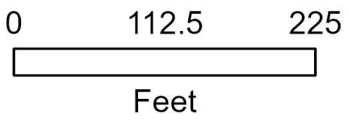
County Future Land Use

 Low Density Residential

 Mixed Use (MU)



Current Zoning



Legend

 Subject Parcel(s)

 City Limits

City Zoning

 Mixed Use (MU)

 Commercial (C-1)

County Zoning

 Residential - 1 (R-1)

 Mixed Use (MU)

Proposed Future Land Use

N



0 112.5 225
Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

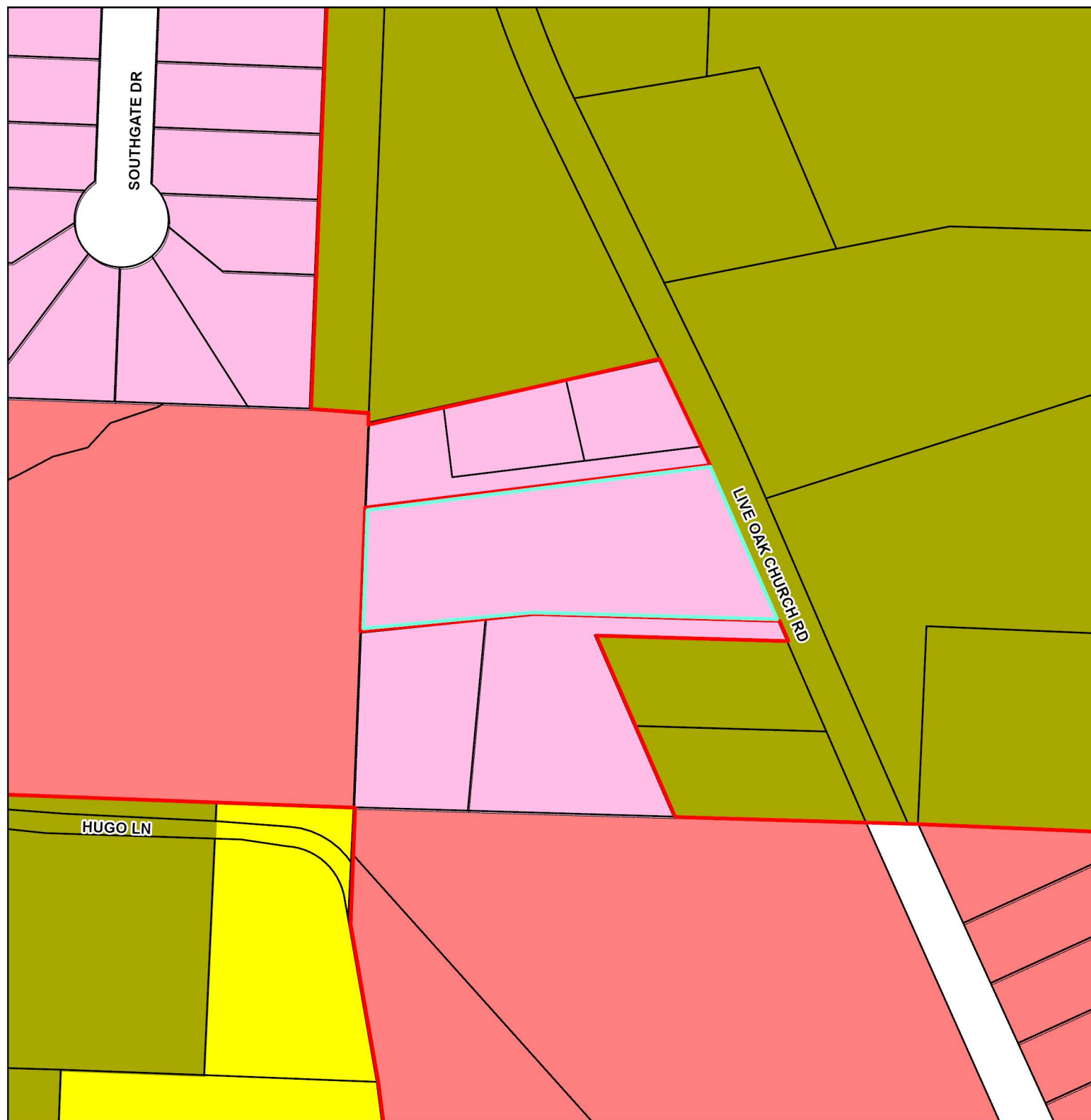
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)



Proposed Zoning

N



0 112.5 225
Feet

Legend

- Subject Parcel(s)
- City Limits
- County Zoning**
 - Residential - 1 (R-1)
 - Mixed Use (MU)
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Dawn Barnes
DATE: 06/04/2026
SUBJECT: Ordinance 2025 Live Oak Church Road Rezoning

BACKGROUND:

On April 30, 2026 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 4780 Live Oak Church Road.

The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed-Use.

The application requests the Mixed-Use (MU) zoning designation for the property.

The Planning and Development Board recommended approval of the request on June 1, 2026.

DISCUSSION:

The property description is as follows:

Property Owner: Toth, Dawn
Parcel ID: 32-3N-23-0000-0010-0000
Site Size: 1.36 acres
Current FLU: Okaloosa County Mixed-Use
Current Zoning: Okaloosa County Mixed-Use
Current Land Use: Commercial

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Mixed-Use (MU)	Mixed-Use (MU)	Vacant
East	Okaloosa County Mixed-Use	Okaloosa County Mixed-Use	Commercial
South	Mixed-Use (MU)	Mixed-Use (MU)	Residential & Vacant
West	Commercial (C)	Commercial Low-Intensity District (C-1)	Vacant

The subject property is currently developed for commercial use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use will continue as a commercial 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 May 11, 2026. The property was posted on May 18, 2026. An advertisement ran in the Crestview News Bulletin on May 21 and 28, 2026.

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 are included in the 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 that the council move Ordinance 2025 to second reading for adoption.

Attachments

1. Exhibits - Live Oak Church Rd

ORDINANCE: 2025

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.36 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED-USE 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.

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 the City of Crestview Land Development Code.

SECTION 2 – PROPERTY REZONED. The following described 1.36 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 1.36 acres, more or less, being formerly zoned Okaloosa County Mixed-Use with the Mixed-Use (MU) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 2024, is hereby rezoned to Mixed-Use (MU) to wit:

PIN # 32-3N-23-0000-0010-0000

A PARCEL OF LAND SITUATED IN SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; AND BEING A PORTION OF THE PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; ALSO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 4"x4" CONCRETE MONUMENT WITH NO IDENTIFICATION MARKING THE PURPORTED SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA; THENCE PROCEED N02°52'32"E ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 188.84 FEET TO A ½" IRON ROD WITH NO IDENTIFICATION MARKING THE SOUTHWEST CORNER OF AFOREMENTIONED PARCEL OF LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 3292, PAGE 456, ALSO BEING THE POINT OF BEGINNING; THENCE PROCEED N03°04'08"E ALONG THE WEST LINE OF SAID PARCEL, A DISTANCE OF 131.46 FEET TO A ½" IRON ROD L.B. # 7191; THENCE DEPARTING SAID WEST LINE PROCEED N82°57'58"E A DISTANCE OF 366.61 FEET TO A ½" IRON ROD L.B. # 7191, SAID POINT LYING ON A CURVE ON THE WEST RIGHT-OF-WAY LINE OF LIVE OAK CHURCH ROAD (40' PUBLIC R/W) AS DESCRIBED IN OFFICIAL RECORDS BOOK 2678 PAGE 2118, SAID CURVE BEING CONCAVE TO THE WEST AND HAVING A RADIUS OF 2491.28 FEET; THENCE PROCEED ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°08'18" FOR A DISTANCE OF 49.50 FEET (CHORD = 49.50 FEET, CHORD BEARING = S23°42'40"E) TO A NAIL & DISC L.B. # 7191; THENCE CONTINUE ALONG SAID WEST RIGHT-OF-WAY LINE PROCEED S23°08'30"E, A DISTANCE OF 135.34 FEET TO A ½" IRON ROD L.B. # 7191 ON AN EXISTING CHAIN-

LINK FENCE LINE; THENCE PROCEED WESTERLY ALONG SAID CHAIN-LINK FENCE FOR A DISTANCE OF 444. 7 FEET MORE OR LESS TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 1.36 ACRES, MORE OR LESS.

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 # 2024 and becomes legally effective.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 22nd day of June, 2026.

ATTEST:

Natasha Peacock
City Clerk

Approved by me this 22nd day of June, 2026.

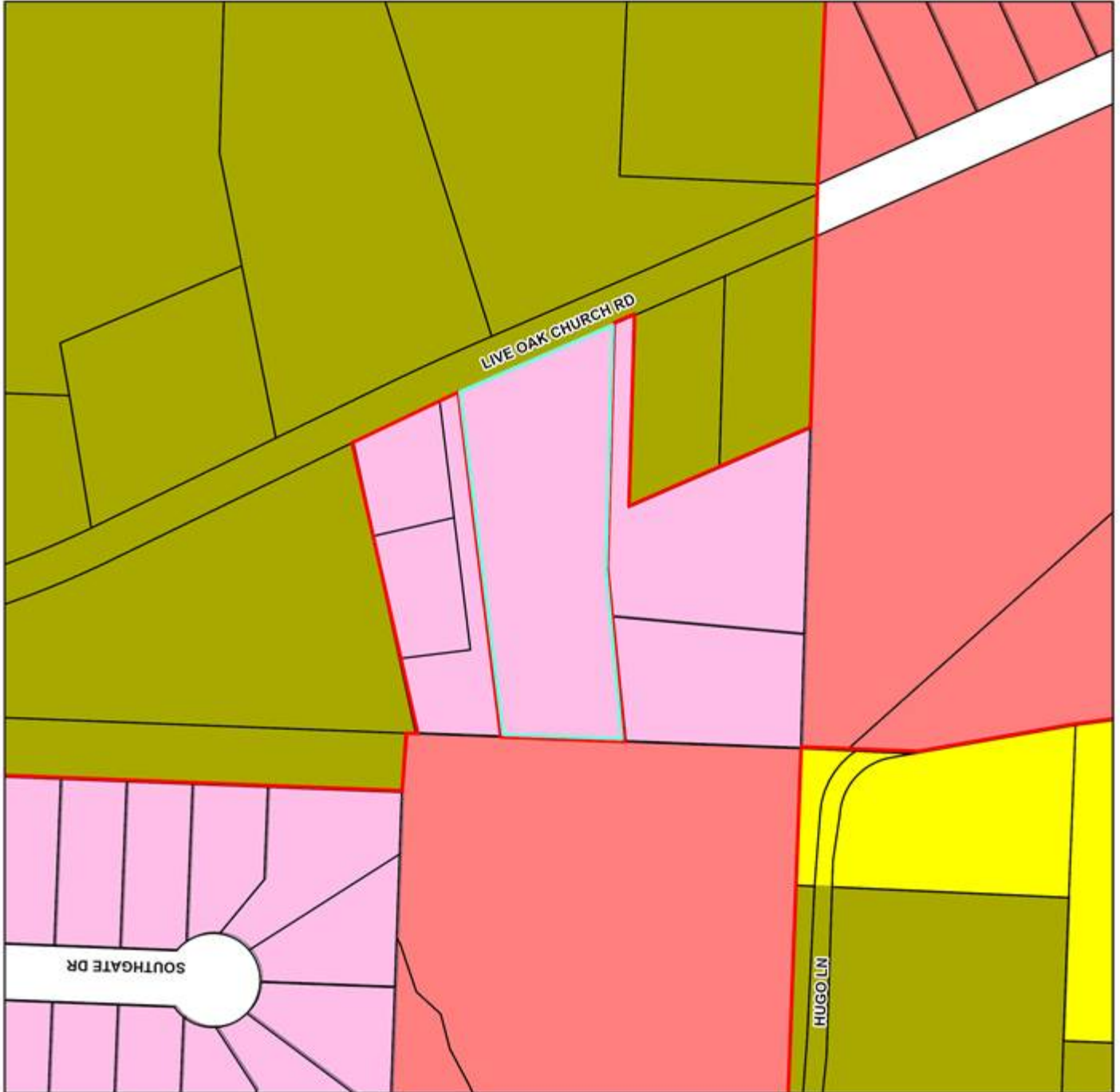
J. B. Whitten
Mayor

Adopted Zoning



Legend

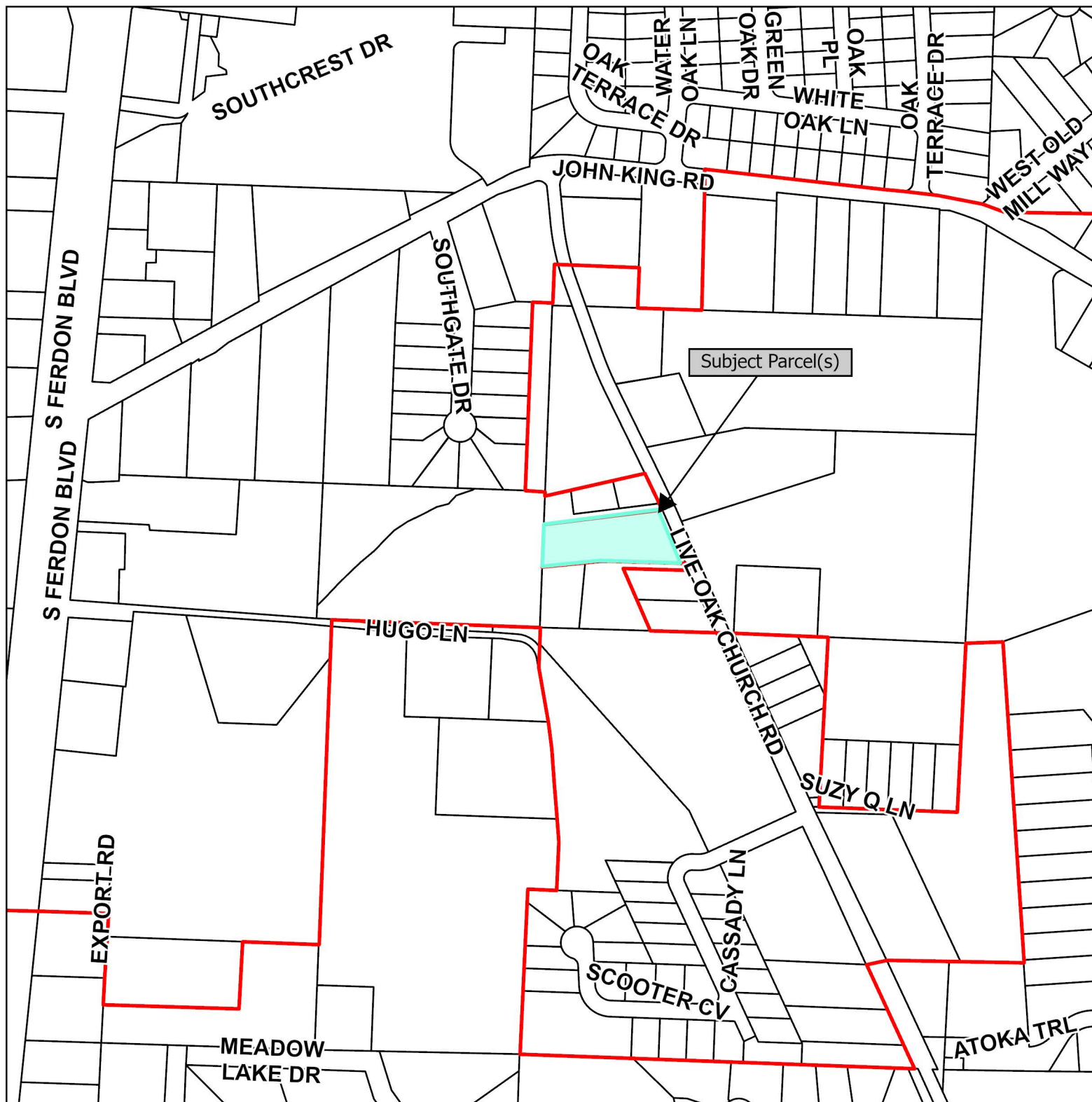
- Subject Parcel(s)
- City Limits
- County Zoning**
- Residential - 1 (R-1)
- Mixed Use (MU)
- City Zoning**
- Mixed Use (MU)
- Commercial (C-1)



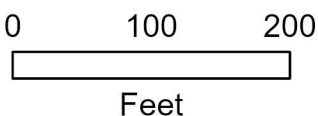
Vicinity Map



Not to Scale

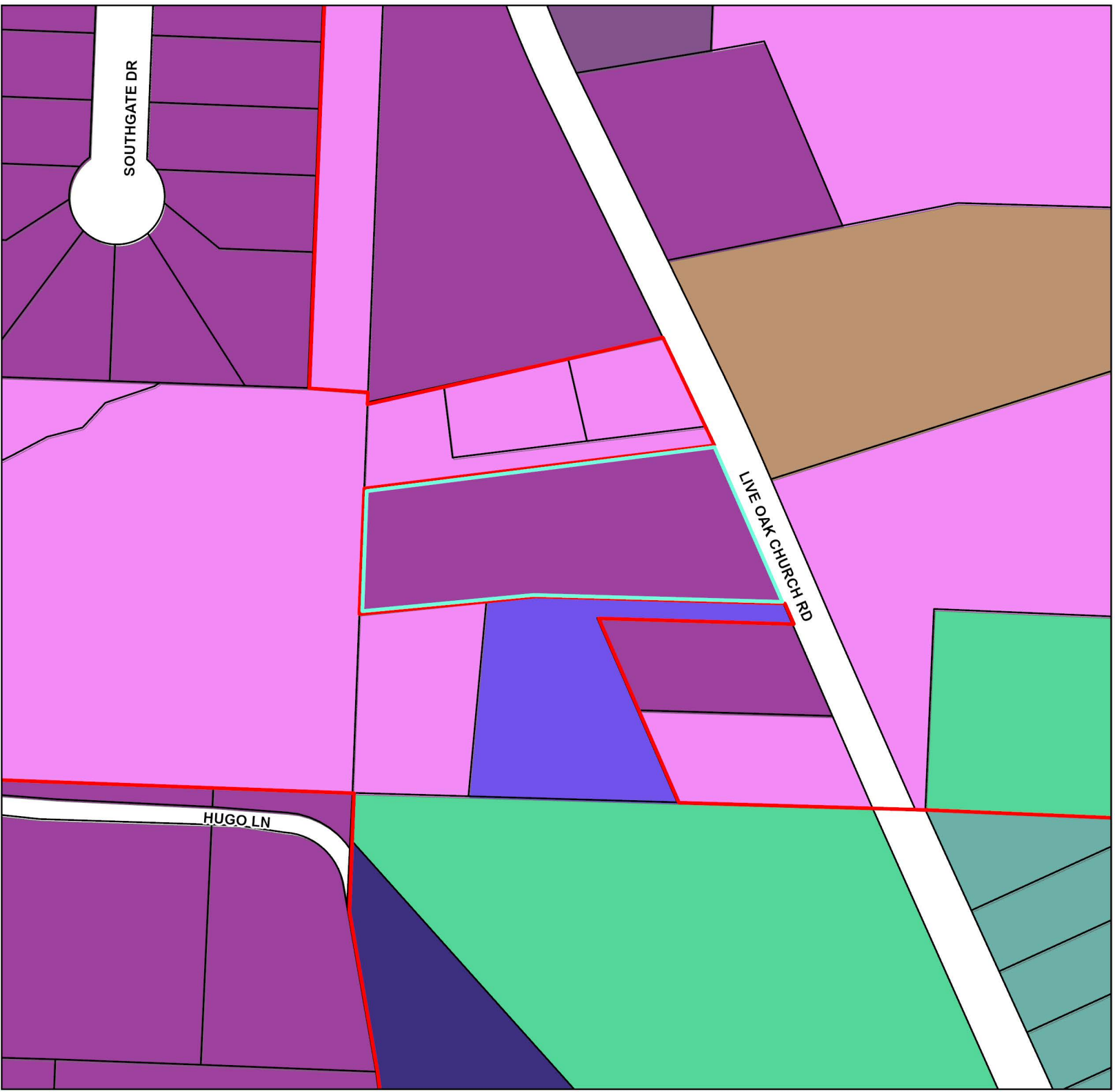


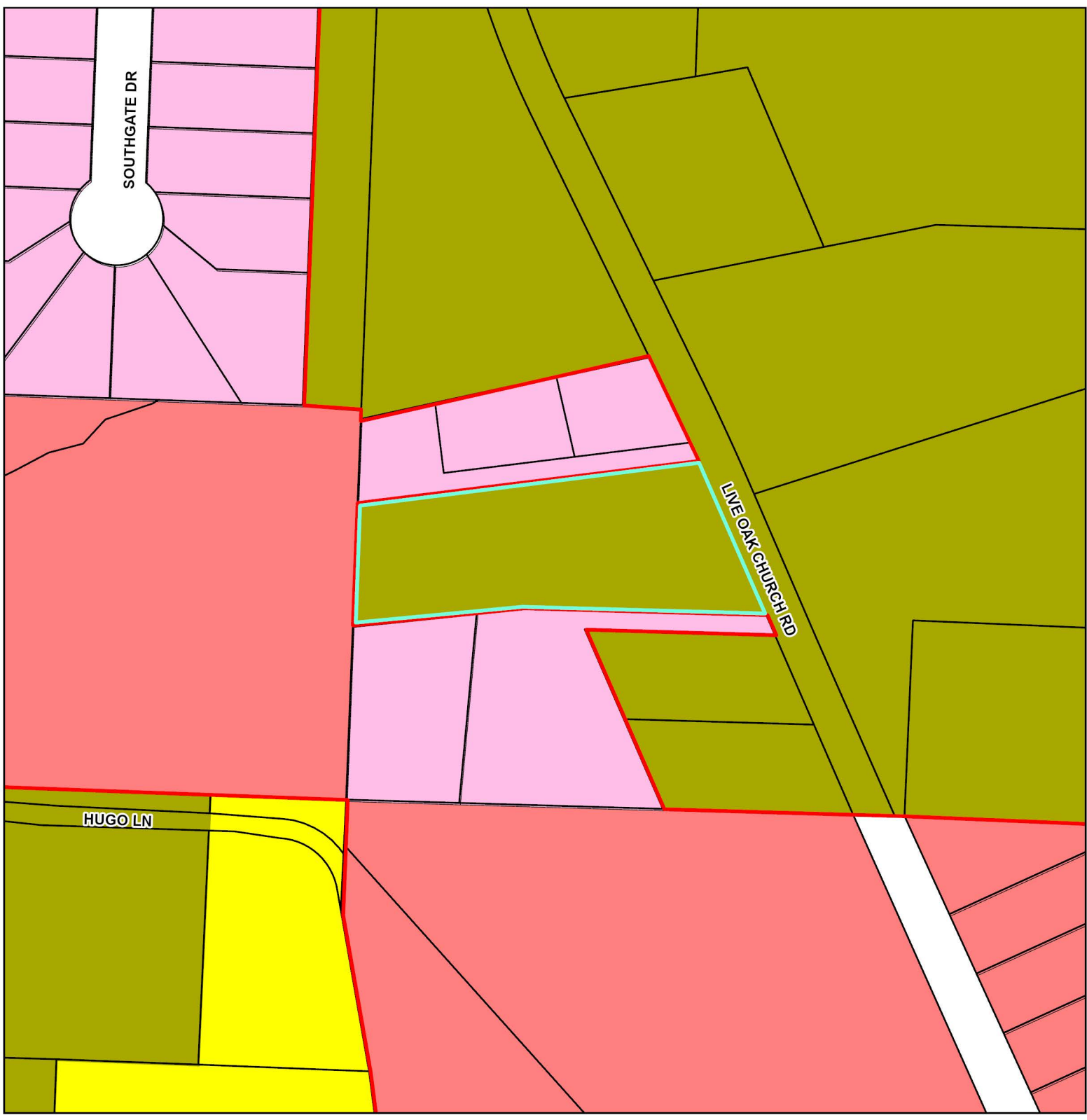
Existing Use



Legend

- Subject Parcel(s)
- City Limits
- Use Description**
 - LIGHT MANUFACTURE
 - MOBILE HOME
 - NO AG ACREAGE
 - OPEN STORAGE
 - SERVICE SHOP
 - SINGLE FAMILY
 - VACANT
 - WAREHOUSE-STORAGE



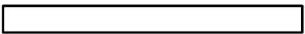


Current
Future Land Use

N



0 112.5 225



Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

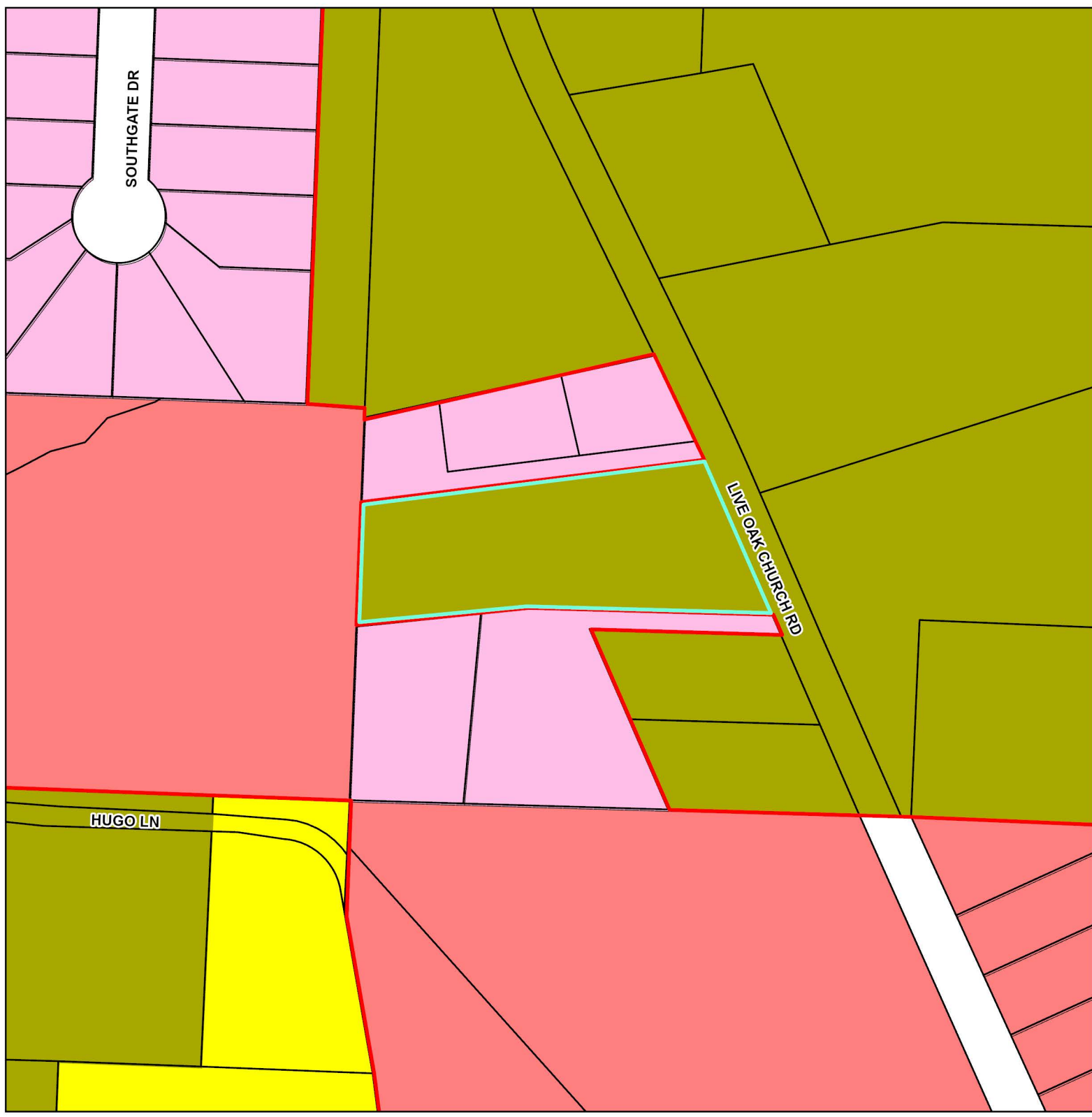
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential

 Mixed Use (MU)



Current Zoning

N



0 112.5 225



Feet

Legend

Subject Parcel(s)

City Limits

City Zoning

Mixed Use (MU)

Commercial (C-1)

County Zoning

Residential - 1 (R-1)

Mixed Use (MU)

Proposed Future Land Use

N



0 112.5 225
Feet

Legend

 Subject Parcel(s)

 City Limits

City Future Land Use

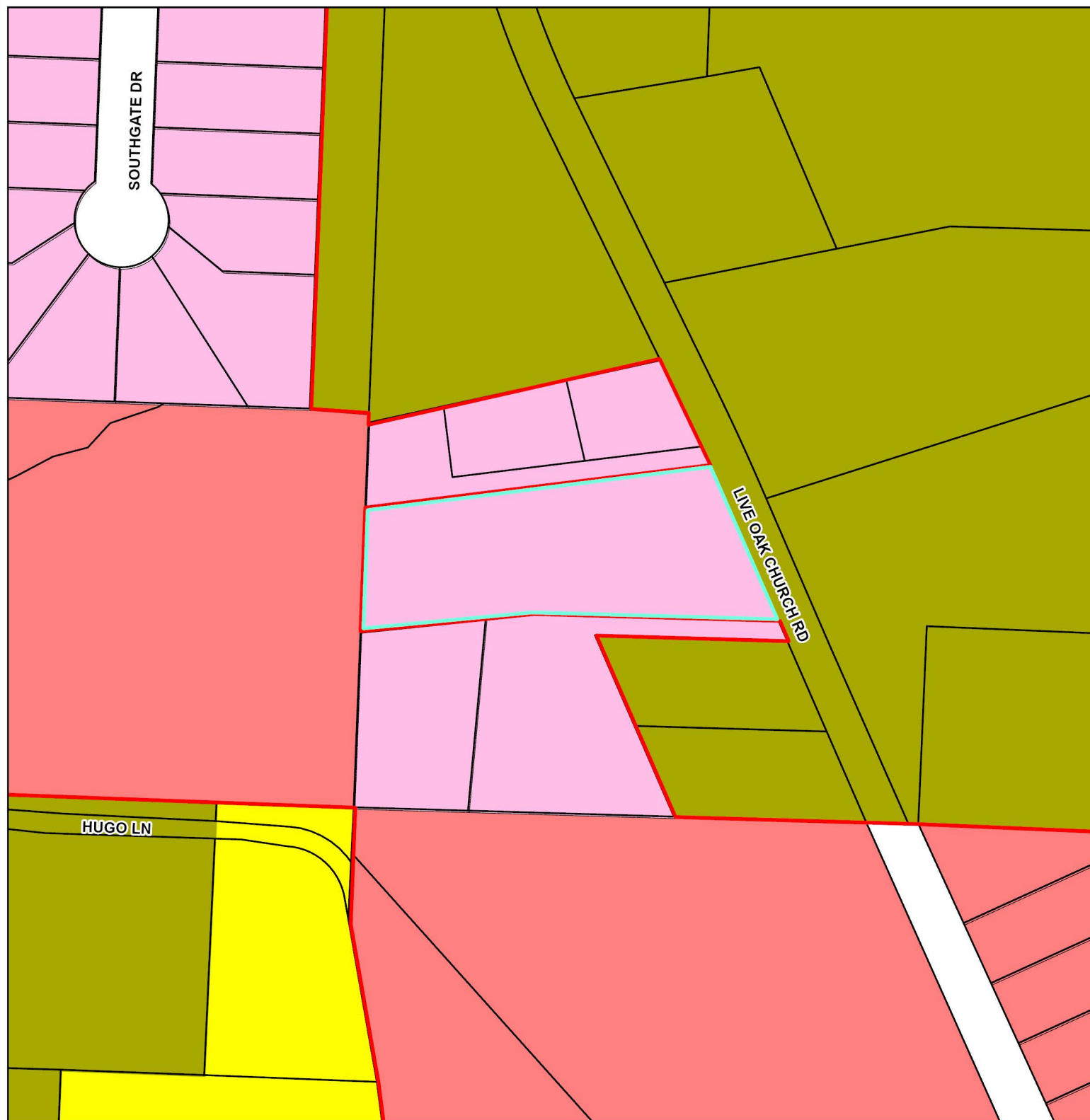
 Commercial (C)

 Mixed Use (MU)

County Future Land Use

 Low Density Residential (LDR)

 Mixed Use (MU)



Proposed Zoning

N



0 112.5 225
Feet

Legend

- Subject Parcel(s)
- City Limits
- County Zoning**
 - Residential - 1 (R-1)
 - Mixed Use (MU)
- City Zoning**
 - Mixed Use (MU)
 - Commercial (C-1)



Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director
DATE: 06/04/2026
SUBJECT: Resolution 2026-12 – SHIP LHAP Adoption

BACKGROUND:

In 2023, the City adopted the ordinances necessary to administer the SHIP program. As part of that process, a Local Housing Assistance Plan (LHAP), which contains the strategies that will be implemented, must be adopted. We adopted the first LHAP in 2023.

DISCUSSION:

Every three years, a new LHAP must be adopted by resolution. The new version can serve to update the plan pursuant to statute changes or new state initiatives, and also allows the City to make amendments to make the plan work better and more efficiently.

There are two major amendments being proposed in this plan update. One is to allow rehabilitation on owner occupied manufactured homes, which were previously not allowed, only site-built structures. The second implements a tiered system for owner occupied rehabilitation activities, where any projects less than \$20,000.00 are awarded as a one time grant, while projects greater than \$20,000.00 are awarded as the five-year forgivable loan.

We've advertised an application period for this program, and have only received one application so far. Code enforcement has been helping distribute the applications and explain the program where they come across properties that may be eligible. It has been noted that there is hesitation from the citizens when it is mentioned to be a loan, even though it is forgivable so long as the property remains occupied by an income-qualified owner. Nonetheless, we believe this adjustment will increase participation since it will no longer be a loan, but a grant for projects less than \$20,000.00.

The LHAP has been reviewed by the Florida Housing Finance Corporation.

GOALS & OBJECTIVES

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

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

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no direct financial impact resulting from the adoption of the updated Local Housing Assistance Plan.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt Resolution 2026-12.

Attachments

1. City of Crestview LHAP 26-29 w Exhibits

RESOLUTION: 2026- 12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES;AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing;

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used;

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy;

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan;

WHEREAS, as required by section 420.9075, F.S. It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs;

WHEREAS, the staff has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation;

WHEREAS, the City Council finds that it is in the best interest of the public for the City of Crestview to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

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

SECTION 1 – The City Council of the City of Crestview hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2026-2027, 2027-2028, 2028-2029.

SECTION 2 – The Mayor, City Manager, or designee is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local

Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

SECTION 3 – This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 8th day of June 2026.

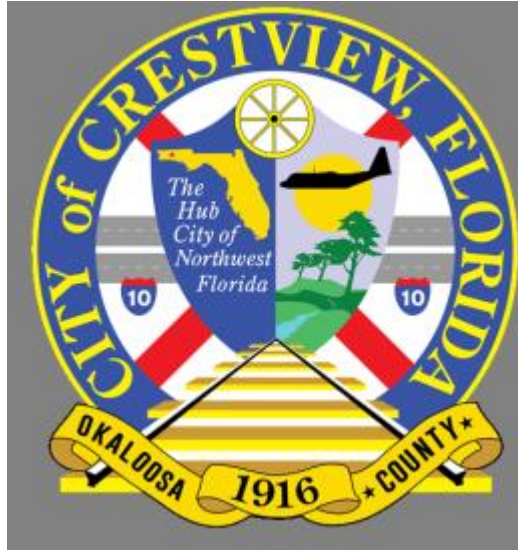
ATTEST:

Natasha S. Peacock
City Clerk

Approved by me this 8th day of June, 2026.

J. B. Whitten
Mayor

City of Crestview



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2026-2027, 2027-2028, 2028-2029



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C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan	
D. Signed LHAP Certification	
E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (If changed from the original creating ordinance)	

I. Program Details:

A. LG(s)

Name of Local Government	City of Crestview
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	N/A

B. Purpose of the program:

- To meet the housing needs of the very low, low and moderate-income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government comprehensive plan specific to affordable housing.



- C. Fiscal years covered by the Plan:** 2026-2027, 2027-2028, 2028-2029
- D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.
- F. Leveraging:** The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input:** Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.
- H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

All strategies will serve persons and households meeting the definition of Special Needs first. After Special Needs requirements are met, applications will be assisted for each strategy to meet the very low and low income set-asides. Once all set-asides have been met applications will be assisted for essential services personnel.

- J. Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include, but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.



- L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

- M. Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The City of Crestview finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an



eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: *"The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."* The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration: Administration of the local housing assistance plan will be performed by:

Entity	Duties	Admin. Fee Percentage
Local Government	All Administrative Duties	10%
Third Party Entity/Sub-recipient		

R. First-time Homebuyer Definition: For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

S. Project Delivery Costs: Crestview will charge a reasonable project delivery cost to cover inspections, such as after-hours or third-party inspections, that are performed by non-city employees for owner occupied rehabilitation applicants only. The delivery cost will not exceed 5% of each total project cost and will be included in the amount of the recorded mortgage and note.

T. Essential Service Personnel Definition (ESP): ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

U. Describe efforts to incorporate Green Building and Energy Saving products and processes: Crestview will, when economically feasible, employ the following Green Building requirements on rehabilitation projects:

- a. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint;
- b. Low-flow water fixtures in bathrooms – WaterSense labeled products or the following specifications:
 - i. Toilets: 1.6 gallons/flush or less,
 - ii. Faucets: 1.5 gallons/minute or less,
 - iii. Showerheads: 2.2 gallons/minute or less;



- c. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one-bedroom units with a minimum of 11.7 EER.

V. Describe efforts to meet the 20% Special Needs set-aside: The Special Needs set-aside will be met through all strategies, with particular attention given to the Owner Occupied Rehabilitation strategy to provide the opportunity for owner occupants to remain independent in their homes and maintain homeownership. The City will perform outreach to and partner with social service agencies serving the designated special needs populations to achieve the special needs set-aside.

Persons with special needs, as defined in F.S. 420.0004(13) means, “an adult requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under F.S. 409.1451(5); a survivor of domestic violence as defined in F.S. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program, the Supplemental Security Income (SSI) program, or from veterans disability benefits.

W. Describe efforts to reduce homelessness: The City partners with, and refers homeless persons to, local agencies and the local Continuum of Care for assistance and placement of persons and households in stable rental housing.

Under the Rental Development strategy, the City will seek set-asides of units specifically for homeless households, or households transitioning out of homelessness. The Owner Occupied Rehabilitation and Disaster Recovery strategies will assist in maintaining stable households that would otherwise be at-risk of becoming homeless.

Section II. LHAP Strategies:

A. Owner Occupied Rehabilitation	Code 3
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a.	Summary: Funds will be awarded to repair owner occupied homes to alleviate code violations, health hazards and life and safety issues.
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- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum Award: \$50,000
 - 1. Awards less than or equal to \$20,000 shall be awarded as a grant.
 - 2. Awards greater than \$20,000 shall be awarded as a deferred payment loan.
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 5
 - 4. Forgiveness: Loan will be forgiven at a rate of 20% per year of the term.



5. Repayment: None required as long as the loan is in good standing.
6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use;
If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process, if it is determined that adequate funds may be available to justify pursuing a repayment after assessing the value of the property.

In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and payable unless an heir meets the eligibility criteria, occupy, and fulfills the loan's terms and conditions.

If any of these occur, the outstanding balance will be due and payable.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, income groups, and then Essential Services Personnel as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A

B. Purchase Assistance	Code 2, 1
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a.	Summary: Funds will be awarded for down payment and/or closing costs for new and existing homes.
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- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: Maximum award amount shall be as follows, based on income category of applicant:

Income Category	Maximum Award
Very Low	\$40,000
Low	\$30,000
Moderate	\$20,000

- e. Terms:
 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage
 2. Interest Rate: 0%
 3. Years in loan term: 10
 4. Forgiveness: Loan will be forgiven at the end of the term
 5. Repayment: None required as long as the loan is in good standing
 6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the



funding sources.

If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process, if it is determined that adequate funds may be available to justify pursuing a repayment after assessing the value of the property.

In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and payable unless an heir meets the eligibility criteria, occupy, and fulfill the loan's terms and conditions.

If any of these occur, the outstanding balance will be due and payable.

- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, income groups, and then Essential Services Personnel as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Loan will be awarded in the amount of money required in order to allow the homebuyer to qualify. The maximum will not be awarded in all cases.

Mobile Homes are not eligible.

C. Disaster Recovery	Code 5, 16
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a. Summary: The Disaster Strategy aids households in the aftermath of a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be funded and implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to: 1. Purchase of emergency supplies for eligible households to weatherproof damaged homes; 2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable; 3. Construction of wells or repair of existing wells where public water is not available; 4. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies; 5. Security deposit for eligible recipients displaced from their homes due to disaster; 6. Rental assistance for eligible recipients displaced from their homes due to disaster. 7. Temporary rent and utility payments for up to 12 months for eligible tenants 8. Temporary mortgage and utility payments for up to 12 months for eligible homeowners 9. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster. 10. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.
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- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very Low, Low, and Moderate
- d. Maximum award: \$20,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Grant
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance on a first qualified, first served basis, with priority for very low and low income households.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: If homeowner is insured, proceeds from the insurance must be used first before SHIP funds, except for the payment of the deductible.

Funds for disaster repairs will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

D. New Construction – Homeowner Housing Construction	Code 10
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Summary: Funds will be awarded to eligible sponsors for new home construction.

SHIP funds may be awarded to a developer as a construction loan. The developer will construct the home and market to potential buyers. SHIP eligible costs include site acquisition, site development, and new home construction.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very Low, Low and Moderate
- d. Maximum award: \$150,000 developer construction loan per unit A portion of this will be repaid to the City, another portion will pay for a developer's fee, up to 18%, and up to \$50,000 will be passed on to the buyer as a deferred payment loan.
- e. Terms:
 - 1. Sponsor:



- a. Repayment loan/deferred loan/grant: Deferred loan secured with a note and mortgage.
- b. Interest Rate: 0%
- c. Years in loan term: 24 months from initial contract.
- d. Forgiveness: N/A
- e. Repayment: Loan must be repaid upon the sale of individual homes to eligible homebuyer. On the annual report, the full amount of SHIP assistance (including the loan to the developer and the soft second loan to the buyer) will be reported as assisting the eligible buyer, and the repayment of the loan to the developer will be recorded as program income.
- f. Default: If any of the homes are not sold to qualified eligible homebuyers as determined and approved by the City within six (6) months after the final certificate of occupancy is issued, the developer or contractor will be required to repay the City the full amount of the City's investment for the construction of the home. When the home is sold to qualified, eligible homebuyers as determined and approved by the City within six (6) months after the final certificate of occupancy is issued, the Sponsor and Title Agent shall coordinate the loan closing with lender and closing agent to ensure the transfer of title from developer to homebuyer.

2. Homebuyer:

- a. Repayment loan/deferred loan/grant: Deferred loan secured with a note and mortgage.
- b. Interest Rate: 0%
- c. Years in loan term: 15 years.
- d. Forgiveness: The loan is forgiven at the end of the fifteen (15) year period.
- e. Repayment: None required as long as the loan is in good standing.
- f. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources.

If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process, if it is determined that adequate funds may be available to justify pursuing a repayment after assessing the value of the property.

In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and payable unless an heir meets the eligibility criteria, occupy, and fulfill the loan's terms and conditions.

If any of these occur, the outstanding balance will be due and payable.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, income groups, and then Essential Services Personnel as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: Selection of a developer and/or sponsor will be based upon the procurement requirements of the City of Crestview Purchasing Manual, based on the project cost. Selection Criteria will include:
 - 1. Locally-based non-profit and for-profit with an expertise in affordable single family housing construction and marketing units to very low income families



2. Previous experience of the organization
3. Amount leveraged funding the organization provides to the project
4. The financial capacity of the organization
5. Documentation of the agency's employment or planned employment of personnel from the Welfare Transition Program shall result in a priority for award of SHIP funds assuming the agency demonstrates capacity to implement the subject SHIP activity

Proposals will be evaluated by city planning staff or a committee comprised of city representatives to determine the agency or organization that will implement the strategy, in accordance with the City of Crestview Purchasing Manual. Final selection and contract approval will be provided in accordance with the City of Crestview Purchasing Manual. The developer/sponsor selected may participate for the full three-year LHAP period.

- h. Additional Information: Eligible costs will include infrastructure expenses typically paid by the developer including, but not limited to, streets, roadways, parking areas, sidewalks, pathways, walkways, storm-drainage systems, sanitary sewer systems, water supply systems, water mains, connections, hydrants, meters, utility hookups and utility easements for telephone, cable, electric lines, and rights-of-way, and street lighting. Infrastructure expenses must be on-site and must be directly related to the housing being assisted with SHIP funds.

SHIP may pay for all soft costs associated with the development including, but not limited to, preliminary and Final Plat Review, Engineering Service Charges, Recording Fees, Site Plan Review Fees, Minor Review Fees, Surface Water License, Permit to Construct in Right-of-Way, Sewer and Water Installation Fee, Sewer and Water Plan Review, Wastewater License, Building Permits, Road Construction Agreement Review, Traffic Study/Action Plan Review, Environmental Impact Review, Surface Water Permit, Land Use Amendment Review, Septic Tank Permit, and Well Permit, Payment of Impact Fees.

SHIP may pay for hard costs typically or customarily treated as construction costs by institutional lenders or any other reasonable hard costs associated or involved with the development and or construction process.

E. Rental Development	Code 14, 21
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a. Summary: Funds will be awarded to eligible sponsors for the development of affordable rental housing or special needs housing for eligible persons through acquisition of property and new construction of, and/or rehabilitation/redevelopment of existing rental units.
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- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$100,000 per unit.
- e. Terms:



1. Repayment loan/deferred loan/grant: Deferred payment loan secured by Mortgage and Note or Deed Restriction.
2. Interest Rate: 0%
3. Years in loan term: 15 year minimum on all projects, and 20 year minimum on any new construction project co-funded with local HOME funds. A longer term may be considered if specifically required by HUD, FHFC, USDA Rural Development or other primary lender as a condition of project financing.
4. Forgiveness: As defined in the applicable mortgage and note. For deferred payment loans, a portion of the loan will be forgiven as follows provided the project is not in default of program requirements:

15 Year Loan	20 Year Loan
Years 0-4: No forgiveness	Years 0-4: No forgiveness
Years 5-9: 25%	Years 5-9: 25%
Years 10-14: 25%	Years 10-14: 25%
Year 15: 50%	Years 15-19: 25%
	Year 20: 25%

5. Repayment: None required as long as the loan is in good standing.
 6. Default: As defined in the applicable mortgage and note or deed restriction, recapture of the outstanding loan balance of SHIP funds invested is required upon default. A default is the sale, transfer or conveyance of the property prior to term expiration; conversion to a non-approved use; failure to maintain standards for compliance as required by funding sources, including income eligibility or tenants and rent limits. The sale of properties assisted with SHIP funds shall require approval from the city council and shall be acceptable (without repayment) only if the subsequent owner(s) agree to meet any remaining rental, occupancy and affordability obligations established in the development agreement, mortgage and note, or deed restriction.
- f. Recipient/Tenant Selection Criteria: Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, income groups, and then Essential Services Personnel as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: Sponsor Selection Criteria: Selection of a developer and/or sponsor will be based upon the procurement requirements of the City of Crestview Purchasing Manual, based on the project cost. Selection Criteria will include:
1. Locally-based non-profit and for-profit with an expertise in affordable single family housing construction and marketing units to very low income families
 2. Previous experience of the organization
 3. Amount leveraged funding the organization provides to the project
 4. The financial capacity of the organization
 5. Priority may be given to developments that serve targeted populations such as homeless persons, veterans, elderly households, or special needs households as defined in Section I.
 6. Documentation of the agency's employment or planned employment of personnel from the Welfare Transition Program shall result in a priority for award of SHIP funds assuming the agency demonstrates capacity to implement the subject SHIP activity



Proposals will be evaluated by city planning staff or a committee comprised of city representatives to determine the agency or organization that will implement the strategy, in accordance with the City of Crestview Purchasing Manual. Final selection and contract approval will be provided in accordance with the City of Crestview Purchasing Manual. The developer/sponsor selected may participate for the full three-year LHAP period. Selection of a developer and/or sponsor will be based upon responses to an advertised request for proposal.

h. Additional Information:

Eligible sponsors that offer rental housing for sale which have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: **Expedited Permitting**

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

The city's Community Development Services Department policy allows for expedited affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

The city shall route to the Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation or plan provisions that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy ordinance, regulation or plan provision.

C. Other Incentive Strategies Adopted: N/A

IV. EXHIBITS:



- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance.

City of Crestview

Fiscal Year: 2026-2027	
Estimated SHIP Funds for Fiscal Year:	\$ 209,298.00
Salaries and Benefits	\$ 19,929.80
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 20,929.80
Admin %	10.00%
	OK
Fiscal Year 2027-2028	
Estimated SHIP Funds for Fiscal Year:	\$ 212,641.00
Salaries and Benefits	\$ 19,929.80
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 20,929.80
Admin %	9.84%
	OK
Fiscal Year 2028-2029	
Estimated SHIP Funds for Fiscal Year:	\$ 212,641.00
Salaries and Benefits	\$ 19,929.80
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 20,929.80
Admin %	9.84%
	OK
*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.	
Details:	

Exhibit B
Timeline for SHIP Expenditures

The City of Crestview affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	Closeout Report
2026-2027	6/30/2028	6/30/2029	9/15/2029
2027-2028	6/30/2029	6/30/2030	9/15/2030
2028-2029	6/30/2030	6/30/2031	9/15/2031

If funds allocated for these fiscal years is not anticipated to meet expenditure deadlines, Florida Housing Finance Corporation should be notified according to the following dates:

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2026-2027	3/30/2029	6/15/2029
2027-2028	3/30/2030	6/15/2030
2028-2029	3/30/2031	6/15/2031

Requests for Expenditure Extensions (close-out year ONLY) must be emailed to kathy.cutler@floridahousing.org and include:

1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan/timeline of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended.

Other Key Deadlines:

AHAC reports are due annually by December 31. Local governments receiving the minimum (or less) allocation may choose not to report.

ACFR financial statements are due each June 30 for the report ending September 30 of the previous year.

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2026-2027												
Name of Local Government:			City of Crestview									
Estimated Funds (Anticipated allocation only):			\$ 209,298									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	2	\$50,000	1	\$50,000	1	\$50,000	\$200,000.00	\$0.00	\$200,000.00	4
2	Purchase Assistance without Rehab	No		\$40,000		\$30,000		\$20,000	\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$150,000		\$150,000		\$150,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		2		1		1		\$200,000.00	\$0.00	\$200,000.00	4
Purchase Price Limits:			New	\$ 280,000	Existing	\$ 250,000						

OK

OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
14	Rehabilitation	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	Yes		\$10,000		\$10,000		10000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ 20,930	10%		OK						
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 220,930	This total is over the allocation and will require less than the maximum amount be awarded per applicant								

Set-Asides

Percentage Construction/Rehab (75% requirement)		95.6%	OK
Homeownership % (65% requirement)		95.6%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 100,000	47.8%	OK
Low Income (30% requirement)	\$ 50,000	23.9%	OK
Moderate Income	\$ 50,000	23.9%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2027-2028												
Name of Local Government:		City of Crestview										
Estimated Funds (Anticipated allocation only):			\$ 209,298									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	2	\$50,000	1	\$50,000	1	\$50,000	\$200,000.00	\$0.00	\$200,000.00	4
2	Purchase Assistance without Rehab	No		\$40,000		\$30,000		\$20,000	\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$150,000		\$150,000		\$150,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		2		1		1		\$200,000.00	\$0.00	\$200,000.00	4
Purchase Price Limits:			New	\$ 280,000	Existing	\$ 250,000						

OK

OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
14	Rehabilitation	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	Yes		\$10,000		\$10,000		10000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ 20,930	10%		OK						
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 220,930 This total is over the allocation and will require less than the maximum amount be awarded per applicant									

Set-Asides

Percentage Construction/Rehab (75% requirement)		95.6%	OK
Homeownership % (65% requirement)		95.6%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 100,000	47.8%	OK
Low Income (30% requirement)	\$ 50,000	23.9%	OK
Moderate Income	\$ 50,000	23.9%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2028-2029												
Name of Local Government:		City of Crestview										
Estimated Funds (Anticipated allocation only):			\$ 209,298									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	2	\$50,000	1	\$50,000	1	\$50,000	\$200,000.00	\$0.00	\$200,000.00	4
2	Purchase Assistance without Rehab	No		\$40,000		\$30,000		\$20,000	\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$150,000		\$150,000		\$150,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		2		1		1		\$200,000.00	\$0.00	\$200,000.00	4
Purchase Price Limits:			New	\$ 280,000	Existing	\$ 250,000						

OK

OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
14	Rehabilitation	Yes		\$100,000		\$100,000		100000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	Yes		\$10,000		\$10,000		10000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ 20,930		10%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 220,930 This total is over the allocation and will require less than the maximum amount be awarded per applicant									

Set-Asides

Percentage Construction/Rehab (75% requirement)		95.6%	OK
Homeownership % (65% requirement)		95.6%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 100,000	47.8%	OK
Low Income (30% requirement)	\$ 50,000	23.9%	OK
Moderate Income	\$ 50,000	23.9%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: City of Crestview

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (ACFR). An electronic copy of the ACFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low-Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Crista Shephard
Witness

JB Whitten
Chief Elected Official or designee

Donnoque Vaughn
Witness

JB Whitten, Mayor
Type Name and Title

22 April 2026
Date

OR

Nafisha O'Rearock
Attest: City Clerk





Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, Strategic Initiatives Director, Jessica Leavins, City Manager
DATE: 06/04/2026
SUBJECT: Tiny Town Park Buildings

BACKGROUND:

In April, staff presented to council the funding that the City received resulting from the change in ownership of Adam's Sanitation. At that meeting, it was determined that the funding would be earmarked for recreation. The City Manager specifically mentioned the Arts and Learning Center as well as an 'imaginative play' style playground for younger age groups next to the library. This agenda item is pertaining to that area which will be located next to the public library.

DISCUSSION:

Staff has periodically researched opportunities for imaginative play in the City. One notable example that multiple staff members identified was the Safety Town located at Wellaby Park in Sunrise Florida. That park allows for physically active, outdoor, imaginative play and is unique to our area. Public Services' staff has been working to securing the sitework for the development, and at the same time we have been researching the actual play structures.

In our research, we found that the company Lilliput Play Homes provided the structures used at Wellaby Park in Sunrise. We began conversations with Lilliput Play Homes to generate an estimated cost proposal for a similar development here in Crestview. They generated a proposal that came out to \$143,019.00 for the buildings themselves, shipping and installation. As we researched other similar providers, we were not able to determine any that appeared to provide a product that was as suitable for our project, as robust, visually appealing, or as customizable, nor a provider that has worked with municipalities in Florida on a similar project previously.

As a result, we are requesting that the council waive the purchasing policy with regard to this proposal to allow us to move forward with the project efficiently. We are working diligently to ensure that the project is completed as quickly as possible. The lead times provided on the proposal are 5-6 months, so we wanted to get this proposal approved as early as possible to ensure that the project can move forward efficiently.

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.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

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

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

The total cost of this proposal is \$143,019.00. It will be taken from the \$500,000.00 resulting from the sale of Adam's Sanitation which were earmarked for recreation.

RECOMMENDED ACTION

Staff respectfully requests a motion to waive the purchasing policy and allow the City to move forward with the proposal provided.

Attachments

1. PROPOSAL_City of Crestview_3
2. Library Town Park



Lilliput Play Homes

6114 Brownsville Rd. Ext.
Finleyville, PA 15332
724-348-7071
lilliputplayhomes.com

PROPOSAL

Proposal Num.
3

Proposal Name
City of Crestview

Proposal Date
6/4/2026

Customer / Bill To

Schwendt, Nicholas
City of Crestview

Mailing Address

TBD
Crestview FL

Phone:
850-682-1560 Ext 203

Email:
nicholasschwendt@cityofcrestview.org

Job Information

City of Crestview

Sales Rep:

Allie Kenawell
Ext 13

allie@lilliputplayhomes.com

Description	Qty	Rate	Subtotal
Animal Hospital:			
-Custom Playhouse: Custom UT ANIMAL HOSPITAL 8'1"w x 6'd x 7'2"h	1.0	\$11,119.00	\$11,119.00
-NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Service Station:			
-Custom Playhouse: Custom UT SERVICE STATION 10'w x 6'd x 9'h	1.0	\$14,224.00	\$14,224.00
-Optional Accessories: Service Island (2 non-Interactive Gas Pumps)	1.0	\$2,499.00	\$2,499.00
-NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Market:			
-Custom Playhouse: Custom UT MARKET 10'w x 6'4d x 8'1"h	1.0	\$14,224.00	\$14,224.00
-NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Fire Station:			
-Custom Playhouse: Custom UT FIRE STATION 6'7w x 6'1d x 7'6"h	1.0	\$10,534.00	\$10,534.00
-NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Coffee Shop:			
-Custom Playhouse: Custom UT COFFEE SHOP 8'w x 6'd x 8'6"h	1.0	\$11,119.00	\$11,119.00
-NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Police Station:			

Description	Qty	Rate	Subtotal
–Custom Playhouse: Custom MS POLICE STATION 6'w x 5'6"d x 9'1"h	1.0	\$10,183.00	\$10,183.00
–NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Doctor's Office:			
–Custom Playhouse: Custom MS DOCTOR'S OFFICE 6'w x 6'd x 8'9"h	1.0	\$9,974.00	\$9,974.00
–NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Bank:			
–Custom Playhouse: Custom MS BANK 6'w x 7'd x 9'h	1.0	\$11,729.00	\$11,729.00
–NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Schoolhouse:			
–Custom Playhouse: Custom MS SCHOOL HOUSE 8'w x 6'd x 11'9"h	1.0	\$12,119.00	\$12,119.00
–NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Diner:			
–Custom Playhouse: Custom MS DINER 8'w x 6'd x 7'8"h	1.0	\$11,819.00	\$11,819.00
–NO FLOORS, Exterior Conversion (roof, operable windows, doors), Custom Signage	1.0	\$0.00	
Shipping	1.0	\$8,978.00	\$8,978.00
Installation	1.0	\$14,498.00	\$14,498.00

Remarks

Our current estimate for our production lead time is 20-24 weeks from time of your deposit. This is an estimate and is subject to change. More definitive timelines will be provided as we approach production.

All prices and estimated time lines listed herein are valid for 30 days from the date stated in this proposal.

Note: Lilliput Play Homes, Inc. owns the copyright on all of its designs and renderings. The intellectual property rights and copyright protections afforded Lilliput Play homes will be strictly enforced.

PROPOSAL TOTAL: \$143,019.00

Payment Terms

Deposit Due at the time of Order: \$74,000.00

Due at Shipping: \$74,098.00

Due 30 Days after Shipping: \$5,000.00

Payments by Check or Bank Wire:

Checks made out to:

Lilliput Play Homes, Inc

6114 Brownsville Rd. Ext. Finleyville PA 15332

Bank Wire:

Beneficiary Bank Name:

KeyBank, N.A.

4910 Tiedeman Road

Brooklyn OH 44144

Swift Code: KEYBUS33

Account Number / IBAN #: 389681008485

Bank ABA: 021300077

Beneficiary Name:

Lilliput Play Homes, Inc

389681008485

6114 Brownsville Rd Ext.

Finleyville, PA 15332

Terms and Conditions

TERMS & CONDITIONS

DESIGNS

All designs remain the property of Lilliput Play Homes (LPH) and are non-exclusive including custom designs. A \$500 design deposit and a signed Design Deposit Agreement are required for a custom rendering. This deposit will be applied as a credit to the final order.

PAYMENT

A minimum deposit of fifty percent (50%) of the purchase price is required to place an order and initiate production. Upon receipt of the deposit, Buyer will be sent a summary of the order, receipt, estimated delivery date and order number. Unless otherwise specified, orders must be paid in full prior to shipping. The sending and receipt of deposit is acknowledgment of the terms and conditions set forth herein.

PRODUCTION

Production lead times vary, but a best estimate delivery time will be provided on the order form, taking into consideration LPH's current production schedule and Buyer's desired time line. LPH cannot guarantee and makes no representation that delivery or installation of Buyer's project will occur on any specific date.

STORAGE FEES

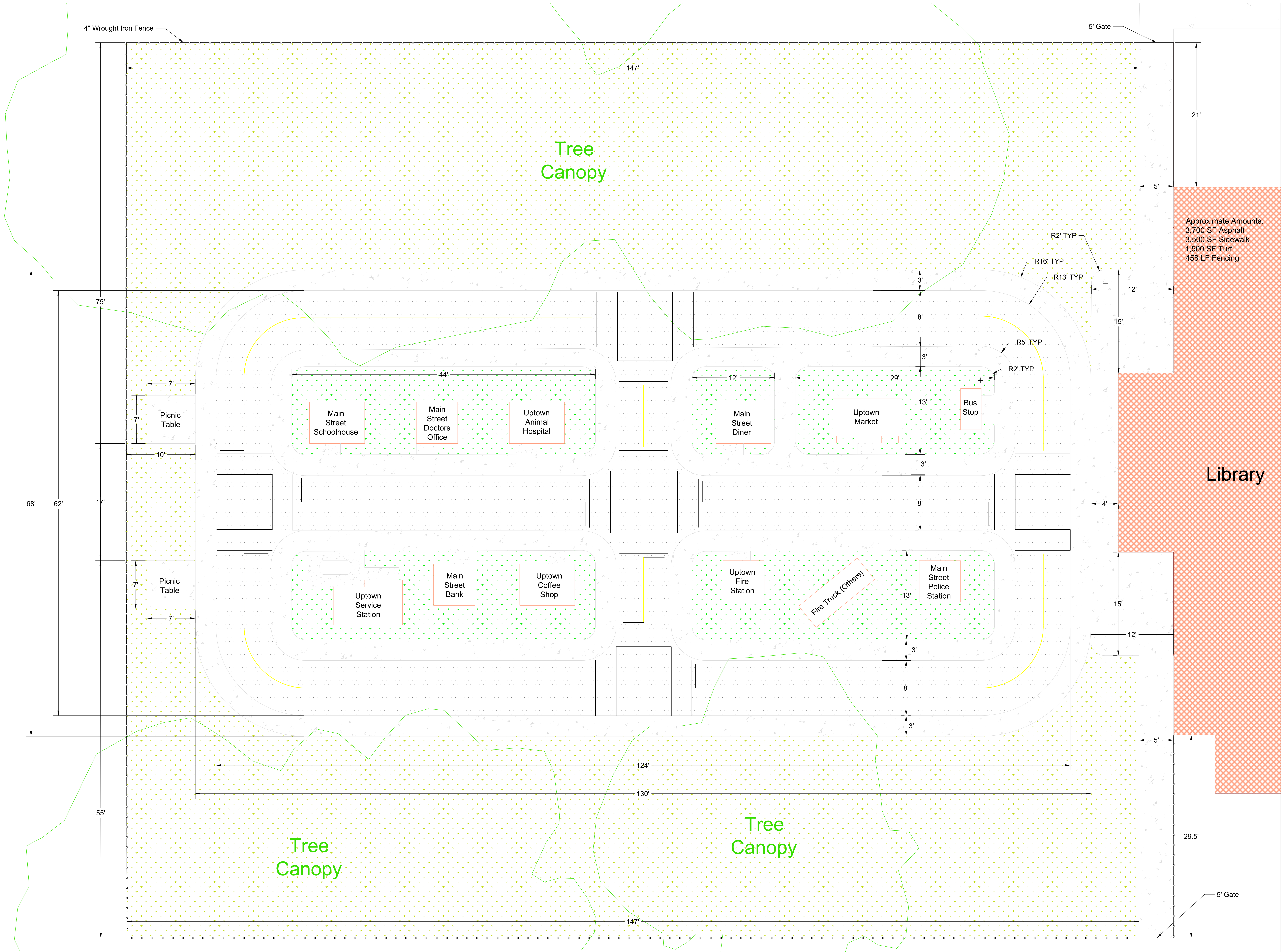
Notification of project completion will be sent to Buyer approximately one week before completion of the order, and arrangements will be made for final payment, delivery and/or installation. Any project which is undeliverable, for more than 30 days after receipt of notice of completion, due to delays caused by Buyer, real property owners, contractors, vendors, government entities or any other source will cause Buyer to incur storage and handling fees. Charges are assessed at .25 per square foot per day, 7 days a week. Handling charges are assessed at \$65 per hour. Charges will apply until the project is delivered or installed. Re-scheduling for delivery or installation will be dependent upon LPH's workload at that time. Charges will be invoiced monthly and will be due prior to delivery or installation of the project.

SHIPMENT AND TITLE/RISK OF LOSS

In anticipation of delivery for self-installation, Buyer will be presented with LPH's trouble-free delivery guidelines. These guidelines will serve as notice of expectations regarding delivery. For delivery and installation to be performed by LPH team members, we ask that any challenges anticipated in terms of yard preparation, access points and handling be timely communicated to LPH by Buyer. For projects shipped via a third party carrier, all freight is FOB, point of origin, and delivery of goods to the carrier shall be deemed delivery to Buyer, and thereupon title to such goods, and risk of loss or damage, shall be Buyer's. Upon receipt, it is Buyer's responsibility to examine the shipment and make certain all goods are in satisfactory condition before signing the Bill of Lading. Any claim for damaged goods must be made by Buyer directly with the freight carrier and should be noted on the Bill of Lading. Buyer's failure to accept delivery of any shipment will require Buyer to pay all additional costs incurred by LPH, including storage fees.

RETURNS AND WARRANTY

If Buyer seeks to return an item, LPH must be contacted within 3 days of delivery. Buyer is responsible for packaging, arranging and paying for a traceable method of return shipment. A refund will be issued in the original form of payment once the item is received, inspected and processed. Delivery fees are not refundable and there is a 15% restocking fee which will be deducted from the refund. Custom orders cannot be returned or refunded. Warranty details for products manufactured by LPH are set fully forth on the company website and incorporated herein. All liability and warranty coverage is void if any modification, or alteration has been made to the product, or if it has been improperly assembled by a party other than LPH.





Staff Report

CITY COUNCIL MEETING DATE: June 8, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE:
SUBJECT: City Manager Updates

BACKGROUND:

DISCUSSION:

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

RECOMMENDED ACTION

Staff respectfully requests a motion

Attachments

None