



**AGENDA
TOWN CENTER CRA ADVISORY COMMITTEE
MEETING
WEDNESDAY, MARCH 19, 2025
5:30 PM
DESTIN CITY HALL ANNEX CHAMBERS**

- 1. CALL TO ORDER/ROLL CALL/PLEDGE**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF MINUTES**
 - A) February 19, 2025 Minutes**
- 4. SUNSHINE LAW TRAINING**
 - A) Sandy Trammell**
- 5. CURRENT BUSINESS**
 - A) Development and City Project Updates**
- 6. COMMITTEE MEMBER COMMENTS/QUESTIONS**
 - A) Lockwood Wernet- Chairperson**
 - * Annual Report**
 - * Work Plan Updates**
 - B) Margie Avery- Vice Chairperson**
 - C) Corlene Ziegler**
 - D) Kyle Davis**
 - E) Iris Bethea**
- 7. PUBLIC COMMENTS**
- 8. NEXT MEETING DATE: April 23, 2025**

Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk at (850) 837-4242 at least 48 hours prior to the hearing. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceeding and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (Sec. 286.0105, Florida Statutes)

**MINUTES
TOWN CENTER COMMUNITY
REDEVELOPMENT AGENCY
ADVISORY COMMITTEE MEETING
FEBRAURY 19, 2025 - 5:30 PM
DESTIN CITY HALL BOARDROOM**

1. CALL TO ORDER:

Chairman Wernet called the meeting to order at 5:30 PM on Wednesday, February 19, 2025, at the Destin City Hall Annex Council Chambers with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present

Lockwood Wernet
Corlene Ziegler
Kyle Davis
Margie Avery

Staff Present

Kim Montgomery Deputy Clerk
Daniel Butler Principal Planner
Kim Kopp City Attorney

3. AGENDA APPROVAL:

Motion by Chairman Wernet to amend the agenda to add Council member Sandy Trammell under Current Business, Item A., with Committee member Ziegler providing the second, the motion passed 4-0.

4. NOMINATION OF CHAIR/VICE CHAIR

Motion to nominate Lockwood Wernet as Chairman passed 4-0.

Motion to nominate Margie Avery as Vice Chair passed 4-0.

5. MINUTES FOR APPROVAL: July 17, 2024

Motion by Chairman Wernet to approve the minutes of the July 17, 2024 meeting as written with Committee member Davis providing the second. The motion passed with a 4-0 vote.

6. CURRENT BUSINESS:

A) Councilmember Sandy Trammell

- Briefed the members with information regarding the Sunshine Laws.
- Discussed Roberts Rules of Order and how items that are not on the agenda cannot be discussed and recommended in the form of a motion, and as a result, is why they

now include the Agenda Approval at the beginning of the meeting for members to add item for discussion and possible recommendation to City Council.

- Spoke of the need for the members to attend their monthly meetings and how she was tasked by the Council to get the committees fully vested with members, have quorums to be able to meet, and have functioning committee meetings.
- Explained how the minutes are just a summary of what was discussed however their motions are verbatim.
- Spoke of how once a motion for a recommendation is made, even if they vote against it, if it passes, they as a committee stand behind the recommendation and are not to speak against it, especially to the City Council.
- She introduced the staff members and their duties to the new members.
- Explained the necessary timeline to get items to staff to be placed on their next meeting agenda for discussion.
- Spoke of their Town Center CRA Master Plan and encouraged the members to get familiar with it.
- Described the plan for the Linear Trail for the new members and its location.
- Informed the members she will be presenting at their next month's meeting in March the Sunshine Laws, their Work Plans with Goals and Objectives, and their Annual Report timeline.

B) January Development and City Projects - Update Daniel Butler

Mr. Butler provided a brief status to the member of the upcoming projects that are currently under TRC review.

- Cross Town Connector
- Linear Pathway
- Publix is in the process of re-subdividing their remaining parcels
 - Mr. Butler provided Committee member Davis and the members with a more detailed update on the Cross Town Connector Project and what the project entails. He stated that he would provide them with a set of plans so they would have an idea of the design. Additionally, the plans are at 100% so there are no changes, but they can still provide any comments to Council when it goes before them for final approval.
- Briefly explained the project for Destin Elementary School pointing out this is a Okaloosa County School Board jurisdiction project and not a city project, and the city is just kept informed of it.

C) Long Term Financials – Krystal Strickland

Ms. Strickland provided the members with the following:

DRAFT

- Explained the CRA has two districts: Town Center and Harbor District
- Town Center District gets the full County Millage Rate of 3.8%
- First time since 2012 the TCCRA has a positive fund balance and is able to repay the General Fund's Debt Services
- Provided the members with the current debt services for the Undergrounding Overhead of the Utilities along Hwy 98 from Marler Bridge to the Airport Road with the Town Center dedicating \$4M of tax increments or \$266k a year.
 - Discussed how Council is considering going deeper into the Town Center District with the undergrounding of utilities project.
- The projected bank account balance to 2037 looks to be a little over \$18M.
- Encouraged the member to read their adopted Master Plan.

Each of the new members provided a brief synopsis of their background.

Mr. Butler emphasized how important it is to attend their meetings and bring workplan ideas to discuss and implement, if they are agreeable by majority of the members. He explained the process of their agenda items and the importance of getting their city emails up and running so that staff can communicate with them properly.

Committee member Davis informed the members that he would not be able to attend the March meeting because he would be out of the country, but otherwise he should be attending all the meetings.

7. ADJOURNMENT:

Having no further discussions, the meeting was adjourned at 6:45 PM.

Adopted and approved _____ day of _____ 2025.

Lockwood Wernet Chairman

Kim Montgomery Deputy City Clerk



COMMITTEE ORIENTATION

CITY OF DESTIN

Training Objectives

- Code of Ethics
- Government in the Sunshine
- Robert Rules of Order (Parliamentary Procedure)
- Calendar of Annual Activities – Committee Calendar
- Understanding committees' roles, responsibilities, and guidelines.
- Committee Handbook with Standard Rules for All Committees
- Understanding Framework for Formulating Annual Workplans

CODE OF ETHICS

- Represent the interest of all citizens represented by the City of Destin
- Not use the City Council or service on the committee for personal advantage or individual advantage of friends
- Approach all committee issues with an open mind, prepared to make best decision for the whole city
- Do nothing to violate trust of those who appointed or those served
- Focus effort on the mission of the committee and not personal goals
- Never exercise authority as a committee member except when acting in a meeting with a full committee, or as delegated by the City Council.
- Support and promote committee decisions once consensus is reached.

Government in the Sunshine

- Meetings must be open to the public
- Reasonable notice of meetings must be given
- Minutes of the meeting must be taken
- Applicable to any gathering, whether formal or casual, or any means (e-mail, telephone, etc.) of two or more members of the same board or committee to discuss some matter on which foreseeable action will be taken by the public board or council.

Roberts' Rules of Order

Parliamentary Procedure

- Parliamentary Procedure – It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
- Members express themselves in the form of a motion.
 - ❖ Motions are made and seconded prior to discussion.
 - ❖ Stick to the agenda and the discussion topic at hand.
 - ❖ Motions must be carried by a majority
 - ❖ Approved motions are the committee's guide to their work objectives and focus

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Committee Calendar

- **February/March:** Committees prepare annual report and workplan.
- **April:** Annual reports and workplans submitted to council for approval.
- **December (even-numbered years following council elections):** Council selects new committee members
- **December (following council elections) -** Committees elect new chairs and vice chairs

Committee Roles

Committee Chair

- Conducts meeting in accordance with *Roberts' Rules of Order*
- Keeps committee on track/on agenda
- Calls or cancels meetings
- Sets agenda
- Guides work addressed through committee's workplan
- Represents committee at City Council to present committee recommendations, annual report and annual workplan

Staff Liaison

- Contacts committee members when necessary
- Publishes agenda
- Assist in preparing final reports, work plans, recommendations developed and endorsed through a motion and majority approval
- Inform Clerk's Office of vacancies, changes to committee
- Flow of information to appointed officials
- Update/Provide copy of committee handbook to new members

Role of Committee Members

- Plan, implement, and measure the progress of its work plan and objectives
- Work through formal motions and consensus to develop and advance their plans
- Do the research, contact outside sources as needed, plan for speakers, etc. ,write draft reports and recommendations

Annual Workplans

Organizational Objective

Strategic Objective from Strategic Plan

Or

Objective from Comprehensive Plan

Or

Council Directive

Annual Workplans

What do you want to accomplish?

What is the end product you expect to see?

How do you know if you are successful?

How can you measure that success?

Is this a one-year project or multi-year?

Annual Workplans

List individual steps to accomplish the objective

What resources will you need to accomplish each task?

Determine a timeline for completion of each task

Annual Workplans

Stakeholders

List *internal* stakeholders (those within the organization that have a vested interest in this objective)

Examples: City Council, Recreation Department

List *external* stakeholders (those in the community that have a vested interest in this objective)

Examples: pre-school children and their parents, home owners

Annual Workplans

COMMITTEE MOTION

- Chairs or Vice-chairs will sign and present annual reports and annual work plans to Council *as representatives of their committee*
- *Prior to submittal, all work plans and reports must be approved by majority of the committee after a formal motion*



Questions?

CITY OF DESTIN – COMMUNITY DEVELOPMENT



AGENDA ITEM

MEETING DATE: March 19, 2025

BOARD/COMMITTEE: Town Center Community Redevelopment Agency Advisory Committee

TYPE OF AGENDA ITEM: Presentation

OUTLINE NUMBER: 5.A.

TO: Town Center Community Redevelopment Agency Advisory Committee

THRU: Kimberly Kopp, City Attorney
Steve O'Connor, Deputy Community Development Director

FROM: Jesse Hernandez, Planner

DATE: March 5, 2025

SUBJECT: Development and City Project Updates

I. BACKGROUND: This report includes updates on the Development Projects in the Town Center Community Redevelopment Area and active City Projects. Provided is the list of projects which are approved and under review process.

II. DISCUSSION: Below are the Development and City projects within the Town Center CRA in the month of February.

I. Development Projects

Under Review:

Project: Destin Linear Trail (DEV-001461-2024)

Project Location: Power line easement between Airport Road and 98 Palms Blvd. **Parcel ID:** 00-2S-22-5330-0000-0870

Status: Under TRC Review as of February 28, 2025.

Development of a multi-use path along the powerline easement connecting the Intersection of Airport Road and Commons to Jewel Melvin Park and 98 Palms Blvd.

Project: Alvin's Island #11 (DEV-001487-2024)

Project Location: 1073 Highway 98 East **Parcel ID:** 00-2S-22-0000-0024-0020

Status: Awaiting Resubmittal. Corrections Report Sent February 21, 2025.

The new construction of 12,600 SF gross floor area (GFA) of retail space which will replace the

previous Alvin's Island store that burnt down, which consisted of ~24,000 SF GFA.

Project: Grace Lutheran Church Addition (DEV-001477-2024)

Project Location: 125 Main Street **Parcel ID:** 00-2S-22-0000-0011-0090

Status: Awaiting Resubmittal.

Proposed 525 square foot addition to the existing church, with associated site work.

Project: Cross Town Connector (DEV-001449-2024) & (SUB-001448-2024)

Project Location: 209 Beach Drive. **Parcel ID:** 00-2S-22-0000-0009-0000

Status: Approved by City Council on March 3, 2025. Development Order Production in Progress.

The proposed project consists of the completion of the final leg of the Destin Cross Town Connector which includes two park parcels and the ROW.

Approved Projects

Project: Publix Subdivision (SUB-001240-2023)

Project Location: 771 Harbor Blvd., **Parcel IDs:** 00-2S-22-0000-0011-006G; 00-2S-22-0000-0011-0060

Status: APPROVED. Recorded Mylars Received January 29, 2025.

The proposed project consists of a Minor Subdivision. The scope is to reconfigure the two (2) existing lots to be contiguous for Publix, and another parcel to be developed separately.

II. City Projects:

Cross Town Connector (Beach to Benning)

Status: Approved by City Council on March 3, 2025. Development Order Production in Progress.

This is the final segment of the overall Cross-Town Connector to provide a secondary East-West corridor through the City of Destin and provide pedestrian pathway connectivity between the east and west sides of the City.

Hwy 98 Project Development and Environmental (PD&E) Study – Airport Rd to Marler Bridge.

Status: On FDOT's 5-year PD&E Plan

The PD&E Study will look at FDOT's role in congestion mitigation of US Highway 98 between Airport Road and the Marler Bridge.

CTC Wayside Trail – Could span from Benning Dr east to Beach Dr

Status: Under design / permitting.

This project will provide workout nodes, playgrounds, and dog parks throughout the span of the park.

Airport Road / Industrial Park Road Median Improvements

Status: Under design / permitting.

This project will provide needed updates to medians.

Airport / Commons Pedestrian Signal Upgrade

Status: Under design / permitting.

This project will provide upgrades to signal necessary to improve pedestrian safety and effectively control the flow of traffic.

Buck Destin Park Restroom Relocation

Status: Under construction

This project will relocate the previously approved modular bathroom facility, ADA sidewalks, and associated infrastructure to the southwest corner of the park.

As the Development Projects and City Projects are under review, Staff will continue to provide updates to the Town Center CRA at their monthly meetings.

A. Link to Strategic Goals / Objectives: N/A

B. Effect on Budget (EOB): N/A

C. Level of Service (LOS): N/A

D. Legislative Sponsor:

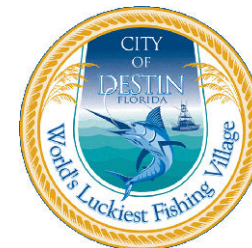
E. Business Impact Statement:

III. CONCLUSION: Informational Item

IV. RECOMMENDED MOTION:

Attachments:

1. Development
Projects February
2025
2. City Projects
February 2025



City Projects February 2025

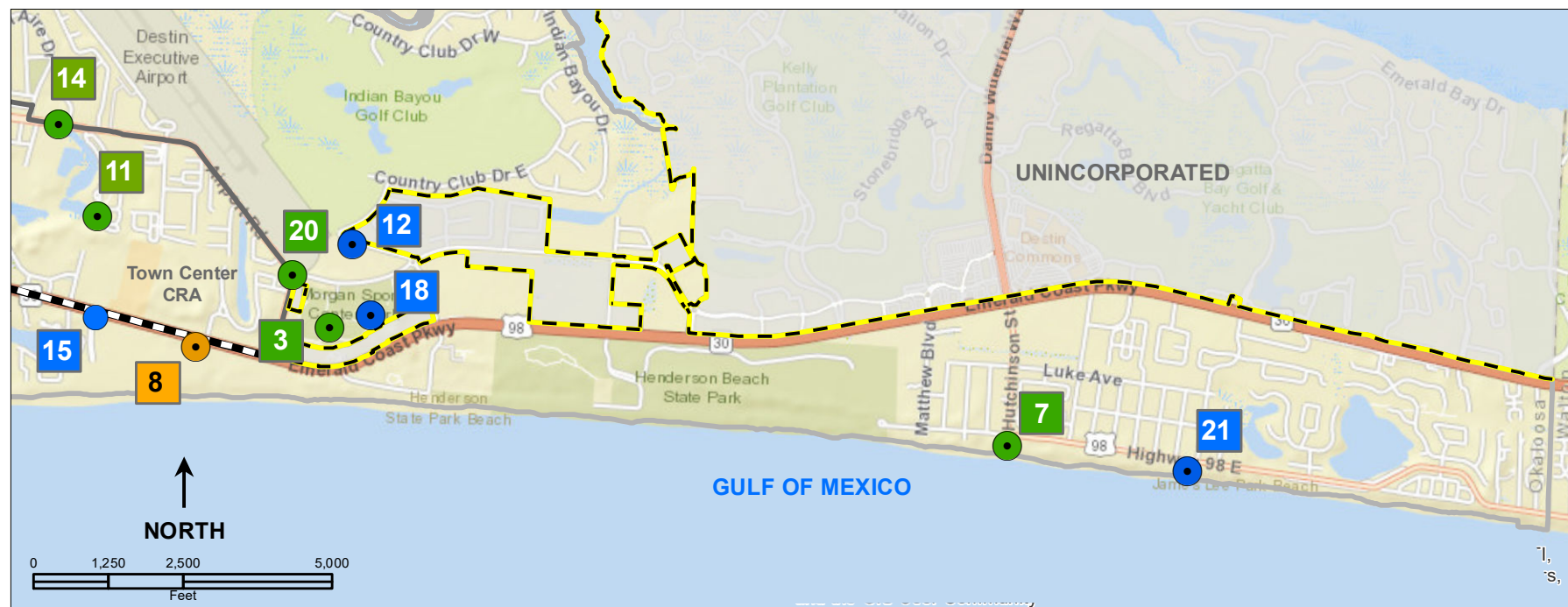


LEGEND

- Under Design/Permitting
- Other Projects
- Under Construction
- (PD&E) Study Hwy. 98 Airport Rd. to include the Marler Bridge.
- City Limit Line

▲ West Destin

▼ East Destin



1. Crosstown Connector (Beach to Benning).
2. Zerbe/Calhoun Pedestrian Project Phase II (Boardwalk under the Bridge).
3. Morgan Sports Center – Bathroom, bathing cage and maintenance facility expansion.
4. Clement Taylor Park Improvements, 131 Calhoun Ave.
5. Sibert Ave Parking Lot Improvements, 108 Sibert Ave
6. Hwy 98 at Stahlman Ave Signalization Project.
7. The Shores at Crystal Beach Parking lot additions.
8. Hwy 98 Project Development and Environmental (PD&E) Study Hwy 98 – Airport Rd to include the Marler Bridge.
9. Mattie M. Kelly Park (FDEP).
10. CTC Wayside Trail.
11. Linear Trail.
12. Pickleball.
13. Norriego Point Park/Gulf Shore Drive Extension.
14. Airport Road/Industrial Park Road Median Improvements.
15. Utility Undergrounding (Marler Bridge to Airport Road).
16. Channel Maintenance Dredging.
17. Library Employee Parking Addition.
18. Morgan Sports Center – Field/Parking Lights.
19. Buck Destin Park- Bathroom Relocation.
20. Airport Drive/Commons Blvd. Pedestrian Signal Upgrade.
21. Tarpon Street Parking Lot Additions.
22. Sidewalk Replacement Captain Royal Melvin Park.