

**CODE ENFORCEMENT BOARD  
MEETING MINUTES  
Wednesday, August 20, 2025**

**MINUTES ARE NOT VERBATIM**

A meeting of the Okaloosa County Code Enforcement Board was held Wednesday, August 20, 2025, at 4:00 p.m. at the Okaloosa County Administration Building, 1250 Eglin Parkway, first floor Commissioner's Chambers, Shalimar, Florida. Chairman Mike Siner, Caralee Gibson, Tammy Summers, Mike Banks, Marte Lancaster, Parrish Hollingsworth, and Dana Cawthon were in attendance.

Growth Management staff in attendance: Lisa Payton, Code Enforcement Supervisor; Theresa Ehrhardt, Administrative Specialist; Pam Perez, Administrative Specialist; Sean Donaldson, Code Enforcement Officer; Ron Cliff, Code Enforcement Officer; Chris Moody, Code Enforcement Officer; Chris Mitchell, Code Enforcement Officer, and Kirsten Mood, Okaloosa County Attorney's Office.

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

Theresa Ehrhardt conducted roll call.

**3. SWEARING IN OF ALL SPEAKERS**

Theresa Ehrhardt swore in everyone who wished to speak during the meeting.

**Ex Parte Query:** *Chairman, Mark Siner, asked if any member of the Board had any ex-parte communications to disclose on the record, including any site visits or any communication with any Respondents.*

There were none.

**4. APPROVAL OF MINUTES – July 16, 2025, Meeting**

Will move this to the September 17, 2025, meeting.

**5. ANNOUNCEMENTS:**

There were none.

**6. PUBLIC COMMENTS:**

There were none.

**7. OLD BUSINESS:**

**A. Previous Continued Case:**

**CEB CASE #25-563608**

**Christi L. Marsden – Life Estate**

**Location of Violation:**

**2828 Lake Silver Road, Crestview**

**(Application moving through Housing)**

Ms. Payton gave an update on this case. SHIP lost an employee, so Ms. Marsden's application is still in process. Her application expires September 5, 2025. Ms. Marsden's was given a notice to attend tonight's meeting, and she did not show up nor reached out to code enforcement. Mark asks if the board can table her case to the next meeting to see the status of her application at that time. Kirsten says it can be continued until the next meeting.

Mike Banks motions to continue case #25-563608 to the next meeting on September 17, 2025, at 4pm at the Okaloosa County Administration Building, 1250 Eglin Parkway, first floor Commissioner's Chambers, Shalimar, Florida. Second by Marte Lancaster. Motion passed unanimously.

**8. NEW BUSINESS:**

**A. CEB CASE #25-567597**

**Debra Ann Eddington**

**Location of Violation:**

**1677 Pickens Circle, Baker**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11 Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec. 11-132 Littering prohibited, Sec. 11-134 Litter storage, Sec. 11-136 Public Nuisances described; Chapter 21 Traffic and Motor Vehicles, Article IV Abandoned and Nuisance Vehicles, Sec.21-65, Nuisance vehicles; and Appendix E, Land Development Code, Chapter 6 Development Design Standards, Sec. 6.00.4.7 Travel Trailers, Campers and Motorhomes.

Code Enforcement Officer Ron Cliff provided pictures of the property and explained that Code Enforcement received a complaint on March 14, 2025, concerning the property. Officer Cliff conducted an inspection on March 18, 2025. Officer Cliff issued a notice of violation for the above violations. He explained that there is a burnt structure on the property and as of the date of the hearing there has been no change. On April 3, 2025, a notice of violation was sent via certified mail to Respondent, and Code Enforcement received confirmation that she signed for the certified letter. Officer Cliff did a follow-up inspection on May 5<sup>th</sup> to determine if the violations had been corrected and they had not been. On July 21, 2025, Officer Cliff did another follow up inspection to determine if the violations were corrected by the extended date, and they were still not corrected. Staff recommended a new compliance date of September 16, 2025, administration charges of \$972.41 and fines of \$250/day until compliance is achieved..

Caralee Gibson makes a motion on case CEB case #25-567597 to adopt staff recommendations regarding fines and administrative fees, and extending the recommended date of compliance to September 16, 2025. Second by Tammy Summers. Motion passed unanimously.

**B. CEB CASE #0625-0020**

**Nick F. Brooks**

**Location of Violation:**

**803 Hilltop Road, Mary Esther**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11 Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec.11-134 Litter storage, and Chapter 21 Traffic and Motor Vehicles, Article IV Abandoned and Nuisance Vehicles, Sec.21-65, Nuisance vehicles.

Code Enforcement Officer Chris Moody provided pictures of the property. Officer's initial inspection on the property was June 26, 2025, and this is the fourth case on this property since 2017. Officer Moody read the above violations. Caralee Gibson asked if there are higher fees for a repeat offender. Kirsten Mood clarified that violator is not technically a repeat, since he has always brought the property up to compliance prior to the issuance of a Board order. Mark asks if it would be acceptable to give him 15 days to be compliant. Kirsten responded that a reasonable amount of time is two weeks and is within the board's discretion.

Caralee Gibson makes a motion on case CEB case #0625-0020 to adopt staff recommendation regarding fines and administrative fees with a compliance date of September 3, 2025. Second by Mike Banks. Motion passed unanimously.

**C. CEB CASE #0625-0014**

**Travis Dewrell**

**Location of Violation:**

**5162 Etta Garrett Road, Baker**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11 Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec.11-134 Litter storage.

Code Enforcement Officer Chris Moody provided pictures of the property. Officer Moody's initial inspection on the property was April 2, 2025. Certified notice of violation was sent and received, and the compliance date was not met. Staff recommend administrative fees of \$923.62 imposed immediately and due by the compliance date, \$250/day fine if compliance is not reached by the compliance date, and a compliance date of September 16, 2025.

Marte Lancaster makes a motion on case CEB case #0625-0014 to adopt staff. Second by Dana Cawthon. Motion passed unanimously.

**D. CEB CASE #0625-0035**

**Homestead Trust/Mark Wohlin/Debra Colvin**

**Location of Violation:**

**24 Stewart Circle, FWB**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 6 Buildings and Construction, Article VI, Building Code, Sec. 6.133 Amendments to., Sec. 102.2 Building (l), and Appendix E, Land Development Code, Chapter 2 Zoning Regulations, 2.21.00 Accessory uses and structures, Sec. 2.21.05 (2) and (7)(a).

Code Enforcement Officer Sean Donaldson read the above violation and provided pictures of the property. Code Enforcement received a complaint on March 20, 2025, concerning the property and conducted inspection on the same day. Officer Donaldson submitted a notice of violation on March 20, 2025, via certified mail for a compliance date of April 30, 2025. On March 29, 2025, officer received via mail the certified letter was delivered to respondent. On April 28, 2025, Code Enforcement received more complaints on this property and conducted another inspection. Officer Donaldson found the initial violations were not corrected and there in fact were more violations.

On April 28, 2025, Officer Donaldson notified owner of the additional violations. On May 8, 2025, Officer Donaldson did a follow up inspection and found the original violation was corrected but the additional violations had not been corrected. On June 19, 2025, Code Enforcement received additional complaints about the same violation. Respondent failed to provide written notice to code enforcement on the compliance date set forth in the notice. Officer Donaldson recommends administrative fees of \$977.42 assessed immediately and due on the compliance date, fines of \$250/day if compliance is not reached by that day, and a compliance date of September 16, 2025. James Davis, at 22 Stewart Circle NE, a neighbor of the property, asked the Board what will happen after this hearing and informed the Board of what he has been seeing and his concerns about the situation. The Chair explained the process to Mr. Davis and suggested that he keep in contact with Officer Sean Donaldson.

Caralee Gibson makes a motion on case CEB case #0625-0035 to adopt staff recommendation. Second by Marte Lancaster. Motion passed unanimously.

**E. CEB CASE #0525-0019**

**Victor Custer**

**Location of Violation:**

**336 Bluefish Drive, FWB (OI)**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 6 Buildings and Construction, Article VI, Section 6-135 and Chapter 12, Article VIII, Section 12-336 of the Okaloosa County Code of Ordinances.

Code Enforcement Officer Sean Donaldson read the above violation and provided pictures of the property. On May 20, 2025, Officer Donaldson conducted an inspection on the property. Officer Donaldson issued a notice of violation on June 2, 2025, via certified mail with a compliance date of June 20, 2025. On June 5, 2025, Officer Donaldson received notification from the postal service that the notice of violation letter had been received by the respondent. On June 13, 2025, Officer Donaldson returned to do a follow up inspection and determined the violation had not been corrected. Officer Donaldson recommends administrative fees of \$941.58 with a 30-day compliance of September 16, 2025, and a fine of \$250/ day if not met by compliance date.

Caralee Gibson makes a motion on case CEB case #0525-0019 to adopt staff recommendation. Second by Mike Banks. Motion passed unanimously.

**F. CEB CASE #25-562589**

**Harro R. & Barbara P. Schmidt**

**Location of Violation:**

**Vacant Lot, Hickory St., FWB**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11, Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec. 11-134 Litter storage, and Sec. 11-136 Public nuisances described.

Code Enforcement Officer Sean Donaldson read the above violation and provided pictures of the property. Officer received a complaint on December 10, 2024, where a tree company was dumping their debris on the vacant property. On December 26, 2024, Officer Donaldson submitted a notice of violation via certified mail asking for a compliance date of January 25, 2025. On January 2, 2025, officer received notification from the postal service that the notice of violation letter had been received by the respondent. On April 4, 2025, Officer Donaldson conducted a follow up

inspection and noticed the violations had not been corrected. Officer Donaldson has spoken to the respondent, she is an elderly lady who lives in California, and respondent has hired an attorney but hasn't been in touch with the officer over the last two-three months. Staff recommended administrative fees of \$1,052.61 assessed immediately and due by the compliance of September 16, 2025, and a fine of \$250/ day if not met by compliance date.

*Caralee Gibson makes a motion on case CEB case #25-562589 to adopt staff recommendation. Second by Marte Lancaster. Motion passed unanimously.*

**9. OTHER BUSINESS:**

There were none.

**10. ADJOURN**

*There being no further business before the Board, Vice-Chairman Gibson declared the meeting adjourned at 4:56 pm.*

Prepared by:

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Theresa Ehrhardt  
Administrative Specialist