

**CODE ENFORCEMENT BOARD
MEETING MINUTES
Wednesday, November 19, 2025**

MINUTES ARE NOT VERBATIM

A meeting of the Okaloosa County Code Enforcement Board was held Wednesday, November 19, 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, Marte Lancaster, Tammy Summers, and Parrish Hollingsworth were in attendance. Growth Management staff in attendance: Lisa Payton, Code Enforcement Supervisor; Kristen Shell, Director; Theresa Ehrhardt, Administrative Specialist; Angie Adkins, Administrative Specialist; Emily Rider, Administrative Specialist; Sean Donaldson, 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

Kirsten Mood 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 – October 15, 2025, Meeting

Motion to approve the minutes of the October 15, 2025, meeting, made by Marti Lancaster, second by Tammy Summers, motion passed unanimously.

5. ANNOUNCEMENTS:

Lisa Payton made an announcement to remove Item A from the New Business section.

6. PUBLIC COMMENTS:

Catherine Howton who lives at 149 Ferry Rd NE in Ft. Walton Beach and manages the rental at 104 Mercle Circle spoke about the complaint she filed on the property at 102 Merle Circle.

7. OLD BUSINESS:

A. Disposition of Previous Cases

CEB CASE #0625-0014

Travis A. Dewrell

Location of Violation:

5162 Etta Garrett Road, Laurel Hill

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

CEB CASE #25-565453

Jeffrey Powell

Location of Violation:

355 Eglin Pkwy, FWB

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

CEB CASE #0825-0037

Guido Walter

Location of Violation:

367 Bluefish Drive, FWB

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

CEB CASE #0525-0009

Beach Drive Mobile Home Park, LLC

Location of Violation:

117 Beach Drive, FWB

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

CEB CASE #0725-0049

Jerry Davis

Location of Violation:

702 Woodlawn Drive, FWB

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

8. NEW BUSINESS:

A. CEB CASE #0925-0116

Malcolm C. Hightower Trust

Location of Violation:

102 Merle Circle, Fort Walton Beach

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

This case was removed from the meeting agenda.

B. CEB CASE #24-546972

Scott Lane, LLC

Location of Violation:

608 Scott Lane, Fort Walton Beach

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 12, Licenses, Permits and Business Regulation, Article II, Local Business Tax (BTR), Sec. 12-33, Penalties; Chapter 21 Traffic and Motor Vehicles, Article II, Stopping, Standing and Parking, Sec. 21-51, No parking areas; and Appendix E, Land Development Code, Chapter 2, Zoning Regulations, Sec. 2.10.00 General Commercial (C-3) and Sec. 2.10.04 Permitted uses.

Code Enforcement Officer Sean Donaldson goes over the violation on the property. Officer's initial inspection on the property was March 12, 2024. Notice of violation was posted on June 27, 2025. Staff recommend finding the violation, imposing administrative fees of \$1,0150.70 immediately and due by the compliance date, \$250/day fine if compliance is not reached by the compliance date, and a compliance date of December 17, 2025.

Caralee Gibson makes a motion on case CEB case #24-546972 to adopt staff recommendations regarding fines and administrative fees and the recommended date of compliance on December 17, 2025. Second by Marte Lancaster. Motion passed unanimously.

9. OTHER BUSINESS:

There were none.

10. ADJOURN

There being no further business before the Board, Chairman Siner declared the meeting adjourned at 4:35 pm.

Prepared by:



Theresa Ehrhardt
Administrative Specialist