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**CODE ENFORCEMENT BOARD  
MEETING MINUTES  
Wednesday, December 17, 2025**

**MINUTES ARE NOT VERBATIM**

A meeting of the Okaloosa County Code Enforcement Board was held Wednesday, December 17, 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, Mike Banks, Dana Cawthon, Tammy Summers, and Parrish Hollingsworth were in attendance.

Growth Management staff in attendance: Lisa Payton, Code Enforcement Supervisor; Theresa Ehrhardt, Administrative Specialist; Ron Cliff, Code Enforcement Officer; Chris Moody, Code Enforcement Officer; Sean Donaldson, Code Enforcement Officer; Marissa Martinez, Senior Planner; 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:** *Kirsten Mood asked if any member of the Board had any ex-part communications to disclose on the record, including any site visits or any communication with any Respondents.*

There were none.

**4. APPROVAL OF MINUTES – November 19, 2025, Meeting**

*Motion to approve the minutes of the November 19, 2025, meeting, made by Caralee Gibson, second by Dana Cawthon. Motion passed unanimously.*

**5. ANNOUNCEMENTS:**

Lisa Payton made an announcement to change the owner on the case under New Business, C, from Zackary Bregon to Michael W. Brown.

*Motion to approve the change on the agenda made by Caralee Gibson, second by Mike Banks. Motion passed unanimously.*

**6. PUBLIC COMMENTS:**

There were none.

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## 7. OLD BUSINESS:

### A. Disposition of Previous Cases

**CEB CASE #24-546972**

**Location of Violation:**

**Scott Lane, LLC**

**608 Scott Lane, Fort Walton Beach**

Respondent is in compliance so Code Enforcement Staff will issue a notice of compliance.

### B. Previous Continued Cases

**CEB CASE #25-563608**

**Location of Violation:**

**Christi L. Marsden – Life Estate**

**2828 Lake Silver Road, Crestview**

Ms. Marsden did not income qualify for SHIP with the county to fix her roof. She will need to hire a contractor to get the roof fixed.

Caralee Gibson made a motion to find the violation, adopt staff recommendation with administrative fees and a compliance date of February 17, 2026, which includes a fine of \$250 per day. Second by Mike Banks. Motion passed unanimously.

**CEB CASE #0625-0035**

**Location of Violation:**

**WYN-Rock N Bowl Apts, LLC**

**53 Robys Drive, Mary Esther**

Sheffield Construction has been hired to demo the building. They are in the process of getting the permit now that their license with the county has been updated.

Katie Grimble spoke about how she signed a contract with Sheffield Construction and is waiting on them to get the job completed.

Caralee Gibson makes a motion on case CEB case #0625-0035 to continue the case to February 18, 2026, at 4pm in this room. Second by Michael Banks. Motion passed unanimously.

## 8. NEW BUSINESS:

**A. CEB Case #1225-0001**

**Location of Violation:**

**Tonya L. & Robert F. Toney**

**3640 Grady Johnson Road, CV**

Okaloosa County Code of Ordinances, as amended, Chapter 6, Building and Construction, Article IV Building Code, Sec. 6-134(b); Appendix E, Land Development Code, Chapter 1A Sec. 1A.02.02, Development Order or permit required.

Code Enforcement Officer Ron Cliff goes over the violation on the property. Staff recommend administrative fees of \$798.54 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 January 21, 2026.

Tonya & Robert Toney of 3640 Grady Johnson Road in Crestview speak about the violation.

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Senior Planner, Marissa Martinez, explained the zoning on the property, and the respondents were issued a temporary permit for \$50, and it expired on October 16, 2024. She also stated they never tried to get a development order during the time the permit was issued.

Laura Butler, a neighbor, spoke about the complaint she turned in and letting the board know how many camper trailers are on the property.

*Caralee Gibson motions to have CEB case #1225-0001 to adopt staff recommendations regarding fines and administrative fees and the recommended date of compliance be January 21, 2026. Second by Mike Banks. Motion passed unanimously.*

**B. CEB CASE #1025-0139  
Location of Violation:**

**Randy & Oldnette M. Davis  
609 Gap Creek Drive, Fort Walton Beach**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11, Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec. 11-134(b)(1) Residential and non-residential property; Chapter 21 Traffic and Motor Vehicles, Article IV, Abandoned and Nuisance vehicles, Sec. 21-64(a) Abandoned vehicles, Sec. 21-65 (b)(1) Nuisance vehicles.

Code Enforcement Officer Chris Moody goes over the violation on the property. Staff recommend administrative fees of \$912.97 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 January 21, 2026.

Randy Davis of 120 London Avenue in Ft. Walton Beach, owner of 609 Gap Creek Drive, spoke about the situation and stated he will do whatever he needs to be in compliance.

*Caralee Gibson makes a motion on case CEB case #1025-1039 to adopt staff recommendations regarding fines and administrative fees and the recommended date of compliance to January 21, 2026. Second by Dana Cawthon. Motion passed unanimously.*

**C. CEB CASE #0725-0047  
Location of Violation:**

**Michael W. Brown  
513 Pelham Street, Fort Walton Beach**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 6, Building and Construction, Article IV Building Code, Sec. 6-134(b)(2) A permit is required when; and Appendix E, Chapter 6 Development Design Standards, Sec. 6.02.01 (11)(d)(x), Construction codes.

Code Enforcement Officer Sean Donaldson goes over the violation on the property. Staff recommend administrative fees of \$905.34 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 January 20, 2026. Structure needs to be moved to proper setbacks and correct not having the proper permits.

*Caralee Gibson motions to have CEB case #0725-0047 to adopt staff recommendations regarding fines and administrative fees and the recommended date of compliance be January 20, 2026. Second by Mike Banks. Motion passed unanimously.*

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**D. CEB CASE #0825-0074**

**Simonton Housing LLC**

**Location of Violation:**

**199A Bayou View Dr., Fort Walton Beach**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 6, Building and Construction, Article IV Building Code, Sec. 6-133, 105[A] 105.1, Permit required.

Code Enforcement Officer Sean Donaldson goes over the violation on the property. Staff recommend administrative fees of \$883.78 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 February 17, 2026.

Caralee Gibson makes a motion on case CEB case #0825-0074 to adopt staff recommendations regarding fines and administrative fees and the recommended date of compliance to February 17, 2026. Second by Dana Cawthon. Motion passed unanimously.

**9. OTHER BUSINESS:**

**Approval of 2026 Meeting Schedule**

Motion to approve the 2026 meeting schedule made by Mike Banks, second by Tammy Summers. Motion passed unanimously.

**10. ADJOURN**

*There being no further business before the Board, Chairman Siner declared the meeting adjourned at 5:08 pm.*

Prepared by:



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Theresa Ehrhardt  
Administrative Specialist