



# CITY OF PANAMA CITY

## Community Redevelopment Agency

501 Harrison Avenue, Panama City, FL 32401 | [cras@panamacity.gov](mailto:cras@panamacity.gov) | 850.691.4603

### MINUTES

#### COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD MEETING

840 West 11th Street

December 2, 2025

4:30 PM

1. Opening Prayer with Pastor Adam Cabana, Lead Pastor of First Church of the Nazarene.
2. Pledge of Allegiance to the Flag.
3. Roll Call.
  - a. CRA Administrative Technician Lori Sagehorn called the roll, with the following members present: Chairman Allan Branch, Board members Robbie Hughes, Janice Lucas, Brian Grainger, and Josh Street. Also present: City Manager/CRA Executive Director Jonathan Hayes, City Assistant Manager/CRA Deputy Executive Director Brandy Waldron, and City Attorney/CRA Attorney Nevin Zimmerman.
4. Approval of Meeting Minutes from November 4, 2025.
  - a. Board Member Janice Lucas moved to approve the minutes for the November 4, 2025, CRA meeting as presented, and Board Member Robbie Hughes seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.
5. Additions, Deletions, and Modifications.
  - a. Executive Director Jonathan Hayes requested to move item #11 to #12 and add the discussion of the time for the Marina Charette to #11. Board Member Brian Grainger moved to approve the request, and Chairman Allan Branch seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.
6. Audience Participation [Open to any issue related to the Panama City CRA's authority; remarks are limited to three (3) minutes].
  - a. NONE



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7. Consideration and approval to execute a contract with Incremental Development Alliance (IncDev) for Small Development Bootcamp and Monthly Meet-up Cohort in the amount of \$59,300.00.
  - a. Board Member Janice Lucas motioned to approve, and Board Member Robbie Hughes seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.
8. Consideration and approval of the FY26 Interlocal Agreement with the City of Panama City Parks, Culture and Recreation for maintenance of CRA improvements and assets in the amount of \$255,655.00.
  - a. Board Member Brian Grainger motioned to approve, and Board Member Janice Lucas seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.
9. Consideration and approval of the Panama City Community Redevelopment Agency (CRA) Commercial Property Improvement (CPI) Grant Program Guidelines for the Millville CRA District for Fiscal Year 2025-2026.
  - a. Board Member Robbie Hughes motioned to approve, and Board Member Janice Lucas seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.
10. Memo regarding regular scheduled CRA board meetings and CRA virtual meetings for calendar year 2026.
  - a. Board Member Janice Lucas motioned to approve, and Board Member Robbie Hughes seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.



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### 11. ADDITION—Approve timeline for the Downtown Maria Charettes

- a. Executive Director, Jonathan Hayes, provided two options for dates available with Dover Kohl advisors to conduct the Downtown Marina Uplands charettes and recommended option #2. January 21-23, 2026, open to the public for feedback and review. Board Member Brian Grainger motioned to approve, and Board Member Janice Lucas seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.

### 12. Motion to Adjourn.

- a. Board Member Brian Grainger motioned to approve, and Chairman Allan Branch seconded. On a roll call vote, Chairman Allan Branch, Board Members Robbie Hughes, Janice Lucas, Josh Street and Brian Grainger voted "YEA". "NAYS" – none. CRA Administrative Technician, Lori Sagehorn, certified the motion passed by a 5-0 vote.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department by 5 pm on Friday prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872 3028 (TDD) for assistance. The agenda is available on the City's website on Monday afternoon preceding the regularly scheduled Tuesday CRA Board meeting.