



Staff Report

CITY COUNCIL MEETING DATE: October 20, 2025

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Barry Henderson, Development Services Director, Nicholas Schwendt, CDS Planning Administrator
DATE: 10/16/2025
SUBJECT: Ordinance 2013 Photography

BACKGROUND:

Upon recent discussion regarding the Photography Request for Proposals, staff has worked to consider alternative methods for photography services that are offered on public property, specifically regarding youth sports, but that can also be applied generally.

DISCUSSION:

Following previous discussion, staff observed how other jurisdictions handle similar photography processes. The attached ordinance provides for the creation of a production permit, which would apply to any commercial taking off still or motion pictures on City property, which would include our parks, community center areas, and streets.

The proposed ordinance contains the application requirements for the permit, provides for a permit duration of 90 days and provides for specific terms and conditions to be applied to a permit upon issuance, dependent on the scope and nature of the production.

With regard to youth sports photography specifically, this ordinance and the permit that it enacts, would allow for each individual team to decide which photographer they would like to utilize. The responsibility of applying for the permit would fall on the photographer. Once the permit is issued, the photographer would be permitted to operate within the requested areas/places for a period of 90 days.

In a general sense, this permit would also apply to film or television productions that propose to utilize City parks, facilities or streets.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This ordinance will have a minimal financial impact on the City.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve Ordinance 2013 on first reading and send to second reading for adoption.

Attachments

1. Ordinance 2013 - Photography Permit
2. Photography and Film Permit Application Draft

ORDINANCE: 2013

ORDINANCE 2013

AN ORDINANCE AMENDING CHAPTER 54 – OFFENSES AND MISCELLANEOUS PROVISIONS OF THE CITY OF CRESTVIEW CODE OF ORDINANCES; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – AMENDING CHAPTER 54 – OFFENSES AND MISCELLANEOUS PROVISIONS, OF THE CITY OF CRESTVIEW CODE OF ORDINANCES. Chapter 54 of the City of Crestview Code of Ordinances is hereby amended with the addition of Section 54-9, as follows:

Sec. 54-9 – Motion and Still Photography Production Permits.

- a. Purpose. The purpose of this section is to establish a permitting process for motion picture and still photography on public property owned or controlled by or under jurisdiction of the city, in recognition of the economic impact of the photography, motion picture and television industry.
- b. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

City equipment means any tangible property, other than real property, purchased by public funds and utilized in the normal course and scope of providing governmental service by the city.

City manager means the city manager or designee.

Production means the commercial taking or making of a motion picture, television, videotape, or still photographic production.

Production permit (also referred to herein as permit) means the permit required by this section.

- c. City manager. The city manager is hereby authorized to act as the agent for the city in the receipt and processing of applications for production permits. After review and approval by the applicable city department(s) and final approval by the city manager, the permit shall be issued.
- d. Permit Required; suspension and/or revocation; violation.
 1. No person shall advertise, engage in, participate in, and/or start any motion or still photography production on or upon any city facility or utilizing city equipment unless a production permit is first obtained pursuant to Section 54-9. Violation of this section shall be punishable as provided for by law.
 2. Failure to comply with the terms and conditions of the production permit once issued shall be grounds for immediate suspension of the production until such time as the noncompliance is remedied. The

suspension shall be communicated by a written suspension order. Continued failure to comply with the terms and conditions of the production permit may result in revocation of the permit at the discretion of the city manager. Continuation of the production in violation of the suspension and/or revocation shall be punishable as provided by law.

e. Application for permit.

1. Any person seeking the issuance of a production permit shall file an application with, and on forms provided by, the city prior to commencement of production. The application shall be signed by an authorized representative of the applicant.
2. The application shall contain the following information:
 - i. Location(s) of the production.
 - ii. Duration and type of production.
 - iii. Proof of liability insurance coverage with the city named as an additional insured as commensurate with the scope of the production.
 - iv. Special effects to be utilized, especially incendiary or explosive devices. In addition, the application shall list the person in charge (pyrotechnician) of such special effects together with his/her qualifications and licensure by the applicable federal and/or state agencies.
 - v. Proposed utilization of city equipment.
 - vi. Necessity for closures of public streets and sidewalks and duration therefor.
 - vii. A written summary or explanation of the portion of the production to be shot within unincorporated areas of the city.
 - viii. Number and type of vehicles and/or equipment and number of personnel to be on location with the production.
 - ix. An agreement to pay for extraordinary services provided by the city.
 - x. The applicant for a production permit shall, at the time of application, furnish proof that the applicant carries workers' compensation insurance for applicant's employees as provided by the laws of the state. The applicant shall file with the city manager, a certificate of insurance evidencing the carrying of public liability insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate issued by an insurance carrier authorized to transact business in the state for the benefit of the city as an additional insured, as evidence of the ability to respond for damages which may result from or

be attributable to the production. The insurance policy shall be approved by the city manager.

- f. Permit duration. The maximum duration of a production permit is ninety (90) calendar days.
- g. Permit Terms and Conditions. Any production permit issued under this section may include specific terms and conditions dependent on the character, nature and scope of the proposed production. Such terms and conditions shall be established by the city manager.
- h. Nonexemption from other city Code requirements. Nothing herein contained shall be construed to exempt any holder of a production permit from any other required licenses, permits or other required authority or from any other provision of the city's Code of Ordinances.
- i. Cost for extraordinary services. The City shall recover its cost for extraordinary services rendered in connection with a production. Such costs shall include, but not be limited to, charges for personnel and/or equipment committed in support of the production which are outside the normal scope of government services, and an allocable share of the city's overhead costs will be applied to the direct charges for personnel, equipment and other direct costs incurred by the city. Based on the information contained in the permit application, an estimate of these costs shall be provided to the applicant prior to issuance of the permit. The applicant agrees to pay the city in advance for any services provided by the city. The city will provide coordination and advise the applicant of estimated costs.

SECTION 3 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 4 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 5 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 10th day of November, 2025.

ATTEST:

Maryanne Girard
City Clerk

Approved by me this 10th day of November, 2025.

J. B. Whitten
Mayor



198 N Wilson Street
Crestview, FL 32536
Phone: (850) 682-4715

Photography and Film Permit Application

WELCOME

Welcome to the City of Crestview, the "Hub City" of Northwest Florida. We are happy to provide you with the perfect location for your needs. Permits are required for all commercial photography and commercial video filming. Major film and television shoots are coordinated through the Community Development Services Department.

Contact Information

Date of Event:	_____	Time of Event:	_____			
Email Address:	_____					
Contact Name/Organizer:	_____	Contact Phone:	_____			
Production Unit Name:	_____					
Contact Person:	_____	Contact Phone:	_____			
Photographer Name:	_____	Studio Name:	_____			
Address:	_____					
Location of film/photo session:	Spanish Trail	Countryview	Durell Lee	Twin Hills Football Field	Twin Hills Soccer Field	Library/ Community Center
	☐	☐	☐	☐	☐	☐
Other City Location:	_____					

Fee Information

City Facility Fees	Photography Permit Fee
All Locations: See Rental Fee Schedule.	\$250

Terms & Conditions

1. Permit fees are non-refundable and must be paid at least 14 days prior to the session.
2. In case of inclement weather, no refunds will be granted. Permittee may select an alternate available date at no additional cost. Photo/film sessions scheduled for days in which a Storm Watch/Warning is issued for Okaloosa County will be cancelled and eligible for reschedule at no additional cost.
3. All photography and film sessions must be reserved 14 days in advance by contacting the Parks and Recreation Department.
4. Professional photographers using any of the City's facility premises as the subject for fine art photography are required to credit all work that is exhibited or reproduced as the "City of Crestview".
5. Permittee is responsible for the actions of all models, participants, crewmembers, and staff. It is suggested that a copy of these rules and regulations be provided to all parties involved.
6. Please be considerate of other guests and patrons at all times, and do not block any walkways, driveways, entrances, or exits.
7. Personal items must be kept with you at all times during the photo/film session. The City of Crestview is not responsible for any belongings that have been lost, damaged, or stolen from the City premises.
8. The City of Crestview reserves the right to cancel this permit at any time, with or without notice in the event that any terms or conditions in this permit has been violated. In such event, there will be no reimbursement or credit towards any fee previously paid.
9. Permittee must pick up any trash/debris and return the facility to the same manner in which it was prior to the session.
10. Permittee understands that approval of permit may be subject to a background check, depending on the nature and scope of proposed activities.

Signature

I acknowledge that I shall indemnify and hold harmless the City of Crestview, its officers, employees and agents from any liability, losses, or damages, including attorney fees and costs of defense, which the City or its officers, employees, and agents may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind arising out of, or relating from the performance of this Permit by the Permittee or its employees, agents, servants, partners, principals, subcontractors, or vendors.

Permittee Name (Print)

Permittee Signature

Date