

CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
WEDNESDAY, NOVEMBER 06, 2024 – 2:00 PM



MINUTES

Call to Order

Chairman Royal called the meeting to order at 2:01pm. Invocation was given by Commissioner Timberlake followed by the Pledge of Allegiance.

Roll Call

Members present: Chair Van Royal, Vice Chair Heather Boucher, Commissioner Andrea Vallencourt, Commissioner Mitch Timberlake

Members absent: Commissioner Kristen Burke

Staff present: Gabriel Barro, Staff Planner, Lyndie Knowles, Development Services Representative, Heather Fincher, Public Information Officer, Michael Daniels, Development Services Director, Jim Arnold, City Attorney, Mike Null, Assistant City Manager, Steve Kennedy, City Manager

ACTION ITEMS

1. CRA Grant Application

Michael Daniels, Development Services Director, presented information regarding the CRA specific facade grants. Staff is proposing two types of grants within the CRA area; Property Improvement Assistance and Building Code Assistance with two application periods.

Motion was made to approve the proposed property improvement and building grant programs.

Motion made by Commissioner Timberlake, Seconded by Commissioner Vallencourt.
Voting Yea: Chair Royal, Vice Chair Boucher, Commissioner Vallencourt, Commissioner Timberlake

Motion passed

2. Review of quotes for historic hotel plaques

Gabriel Barro, Staff Planner, presented the designs and bids received for the historic hotel plaques proposed to be installed in the sidewalks. Staff has identified 4 locations for the plaques.

Motion was made to approved the quote from International Bronze for the design and delivery of historic hotel plaques at four locations and CW Builders for the installation.

Motion made by Commissioner Timberlake, Seconded by Vice Chair Boucher.
Voting Yea: Chair Royal, Vice Chair Boucher, Commissioner Vallencourt, Commissioner Timberlake

Motion passed

3. Review of quotes for utility box wraps

Lyndie Knowles, Development Services Representative, presented the designs options and bids received for the two vinyl wraps proposed to be installed at two utility box locations along US Highway 17. The board favored the historic photos.

Motion was made to approve the quote from Wraptor Vinyl for the design and installation of the utility box vinyl wraps.

Motion made by Commissioner Timberlake, Seconded by Commissioner Vallencourt.
Voting Yea: Chair Royal, Vice Chair Boucher, Commissioner Vallencourt, Commissioner Timberlake

Motion passed

DISCUSSION ITEMS

4. Final Budget Update

Michael Daniels, Development Services Director, presented the adjusted final CRA budget based on the approved City millage. The updated budget amounts are: Historic plaques - \$18000, Utility Box Design - \$7000, Facade Grants - \$20758.25. The facade grant amount was reduced from the proposed budget.

Motion was made to amend the budget as presented.

Motion made by Commissioner Timberlake, Seconded by Vice Chair Boucher.
Voting Yea: Chair Royal, Vice Chair Boucher, Commissioner Vallencourt, Commissioner Timberlake

Motion passed

BOARD BUSINESS

Florida Redevelopment Association Conference

Chairman Royal gave an overview of items discussed during the Florida Redevelopment Conference held in October and provided his notes to the board.

Mr. Daniels touched on the session regarding microtransit and session on the legal aspects of the CRA, and the keynote regarding affordable housing.

Meeting Frequency

Commissioner Timberlake brought the idea of meeting every other month as opposed to quarterly.

Motion was made to increase the meeting frequency to every other month.

Motion made by Commissioner Timberlake, Seconded by Vice Chair Boucher.

Voting Yea: Chair Royal, Vice Chair Boucher, Commissioner Vallencourt, Commissioner Timberlake

Motion passed

NEXT MEETING: A meeting will be scheduled for January 2025.

Adjournment

Chairman Royal adjourned the meeting at 3:04pm.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Chairman

Attest:

Lyndie Knowles, Development Services Rep.