

# **CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY MEETING**

**321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
THURSDAY, JANUARY 16, 2025 – 10:00 AM**



---

## **MINUTES**

---

### **Call to Order**

The meeting was called to order by Chairman Royal at 10:00am.

### **Roll Call**

Agency members present: Chair Van Royal, Vice Chair Heather Boucher, Commissioner Kristen Burke, Commissioner Andrea Vallencourt, Commissioner Mitch Timberlake

Staff present: Lyndie Knowles, Development Services Representative, Michael Daniels, Development Services Director, Jim Arnold, City Attorney, Mike Null, Assistant City Manager, Steve Kennedy, City Manager

### **ACTION ITEMS**

1. Approval of the minutes of the August 22, 2024 Special Session

**Motion was made to approve the meeting minutes of the August 22, 2024 Special Session.**

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

*Motion passed*

2. Approval of the minutes for the November 6, 2024 meeting

**Motion was made to approve the meeting minutes of the November 6, 2024.**

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

*Motion passed*

---

## DISCUSSION ITEMS

### 3. 2025/26 CRA Budget

Michael Daniels, Development Services Director, presented the projection of revenue for the 2025/2026 budget year. He reviewed some of the items included in the Downtown Master Plan that have not been completed to date. A few of these items were the proposed restaurant site on Magnolia at St. Johns Avenue, parking improvements throughout the Downtown area and festival specific parking. Land acquisitions and leasing could be another option for the CRA, either for a public use or parking or partnering with a desired use. Mr. Daniels noted that CRA funds grow and accumulate over time. One option is to allocate a smaller sum to the facade grant program and administrative fees then earmarking the remaining funds for use on future/larger ticket items. These items are being brought to the CRA as a discussion item.

Further discussion followed among the agency members and staff. Commissioner Timberlake and Chairman Royal gave their opinion on the various options. Commissioner Burke inquired about the availability of grants. Mr. Daniels noted that a special categories grant may be available for the Rivers House. The City has also been in discussion with the County and their grant writing team regarding parking and/or stormwater grant options. Commissioner Boucher agreed with the sentiments of the other agency members and stated that looking at adding retail/office space and a possible parking garage would be her focus to help the City grow.

City Manager Steve Kennedy said from his perspective the momentum of current development in the City is moving in the right direction to draw other development. His opinion is that the current vape shop location would be a preference of priority for focus. He noted that bringing quality development to the City is a benefit not only to the City but also to the entire County.

Related to the discussion of development development, Mr. Daniels gave a quick overview of the Walnut Plaza project that will be coming down the line soon.

Commissioner Vallencourt mentioned that she was encouraged by the parking improvements. There is a short term development plan for the open lot next to the Clay Theatre. She asked if there was any movement on the stormwater management downtown. Mr. Daniels gave the update that the City contracted with Manzana to complete a stormwater analysis of the downtown area to look at areas for regional retention or a conveyance system. Commissioner Vallencourt also mentioned the Will property and noted that someone is living behind the property.

Commissioner Timberlake inquired about the condemning those types of properties. City Attorney Arnold gave a brief history regarding the Will property.

Further discussion followed.

Commissioner Timberlake asked that the City/Chairman Royal reach out to the owner of the property located at 21 S Orange Avenue and bring back more information to the next meeting regarding possible lease/acquisition option. He then asked City Attorney Arnold to research option for the property located at 328 Walnut Street.

---

**NEXT MEETING: March 18, 2025 at 10:00am**

**Adjournment**

Chairman Royal adjourned the meeting at 10:53am.

CITY OF GREEN COVE SPRINGS, FLORIDA

---

B. Van Royal, Chairman

Attest:

---

Lyndie Knowles, Development Services Rep.