

CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
THURSDAY, SEPTEMBER 18, 2025 – 10:00 AM



MINUTES

Call to Order

Chairwoman Boucher called the meeting to order at 10:01am.

Roll Call

Members present: Chairwoman Heather Boucher, Commissioner Kristen Burke, Commissioner Van Royal, Commissioner Mitch Timberlake

Members absent: Vice Chair Andrea Vallencourt

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

ACTION ITEMS

1. Approval of Minutes of the July 17, 2025 Meeting

Motion was made to approve the minutes of the September 18, 2025 meeting.

Motion made by Commissioner Royal, Seconded by Commissioner Timberlake.

Voting Yea: Chairwoman Boucher, Commissioner Burke, Commissioner Royal, Commissioner Timberlake

Motion passed

2. Review of CRA Improvement Assistance Grant Applications

Lyndie Knowles, CRA Secretary, presented the 3 applications for the CRA Facade Improvement Assistant Grants. The intent was to present the projects and then have the board forward their score sheets for each project to staff. Commissioner Timberlake asked if the decision on award could be made at the meeting instead of waiting to score. It was decided that the recommendation of approval would be made at this meeting and not at a later date.

1. Applicant James H. Davie II of 733 N Palmetto Avenue proposed improvements totaling \$12,116.91 and was requesting grant amount of \$8,481.84. Attorney Jessica Skapetis was present on behalf of the applicant.

Board discussion followed.

The board approved all items except the rear windows and asked a condition of the replacement of the no parking signage and a refresh of the monument signage. The revised grant total awarded was \$6,066.56.

2. Applicant Jacqueline Tomlin of 520 N Orange Avenue proposed improvements totaling \$18,134.74 and was requesting grant amount of \$10,000. The applicant was present and gave her thoughts and requested input from the board.

Board discussion followed.

The board approved all items on the conditions that the boat would be removed, the fence would be removed (pending ownership confirmation), installation of window treatments on southside windows and that all signage meet the City's sign ordinance. The grant total awarded was \$10,000.

3. Applicant William Welsh of 800 N Orange Avenue proposed improvements totaling \$15,425.23 and was requesting grant amount of \$10,000. The applicant was not present.

Board discussion followed.

The board approved the grant with the condition that the pressure washing must include the building along with the retaining wall and the trimming of all trees on the property. The grant total awarded was \$10,000.

Commissioner Burke left the meeting at 10:45am

A motion was made to approve the grants as presented.

Motion made by Commissioner Timberlake, Seconded by Commissioner Royal.
Voting Yea: Chairwoman Boucher, Commissioner Royal, Commissioner Timberlake

Motion passed

DISCUSSION ITEMS

3. Final Budget Update

Lyndie Knowles, CRA Secretary, presented the final budget numbers based on the mileage rate approved by City Council on September 16, 2025. The CRA final budget will be presented on the October 7th City Council agenda and then will be sent to the County.

BOARD BUSINESS

Our new Development Services Director will be starting September 22, 2025.

Adjournment

Chairwoman Boucher adjourned the meeting at 10:55am.

NEXT MEETING: Thursday, November 20, 2025 at 10:00am

CITY OF GREEN COVE SPRINGS, FLORIDA

Heather Boucher, Chairwoman

Attest:

Lyndie Knowles, CRA Secretary