



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Community Redevelopment Agency **MEETING DATE:** September 18, 2025
FROM: Lyndie Knowles, Development Services Representative
SUBJECT: Review of CRA Improvement Assistance Grant Applications

BACKGROUND

On November 4, 2024, The CRA Board approved two separate CRA grants to incentivize improvements within the CRA boundary. The CRA Improvement Assistance Grant is focused on exterior improvements that will enhance the visual appearance and street presence of these businesses. The Building Code Assistance Grant will be focused on addressing building code requirements critical to ensuring the safety and functionality of the businesses.

The Improvement Assistance Grant provides a matching grant to commercial property owners and/or commercial tenants, located in the targeted area, to assist with eligible exterior building and site improvements. Eligible applicants include both commercial property owners and business lessees with written authorization of the property owner. The grant award includes a 30% match of total project costs with a maximum award of \$10,000. Applicants have an opportunity to apply for the grant in two annual cycles. Eligible projects include facade improvements, landscaping, signage, awnings, impact resistant windows, parking lot improvements and exterior painting and repair.

The Improvement Assistance Grant was rolled out in June 2025. Flyers were sent to all properties within CRA, and it was noticed on the city website. The application period ended August 28, 2025.

The Development Services Department received 3 complete applications (attached) on or prior to the due date. They are outlined below:

733 N Palmetto Avenue (Applicant: James H Davie II)

The applicant is proposing improvements totaling \$12,116.91 and requesting a grant amount of \$8,481.84. This is the location of the Davie Law Firm. The improvements include pressure washing, minor repairs and painting of the exterior and the replacement of all windows.

520 N Orange Avenue (Applicant: Jacqueline Tomlin)

The applicant is proposing improvements totaling \$18,134.74 and requesting a grant amount of \$10,000. This is the location of Ray's Solar Security, Inc. The improvements include pressure washing, minor stucco repairs, painting of the exterior, replacement of the overhead door, a new awning and landscaping.

800 N Orange Avenue (Applicant: William Welsh)

The applicant is proposing improvements totaling \$15,425.23 and requesting a grant amount of \$10,000. The location is currently vacant. The improvements include pressure washing of wall, general cleanup of trees along the retaining wall and parking area, and a new monument sign.

FISCAL IMPACT

In Fiscal Year 2024/2025, the Community Redevelopment Agency set aside \$20,758.25 for CRA grant funds. For Fiscal Year 2025/2026, the Community Redevelopment Agency has set aside approximately \$58,891.86. There will be a total of \$79,650.11 in the fund for CRA grants as of October 1, 2025.

CRITERIA

Applications are scored based on a 100-point value system. Points are allocated based on the level of quality of improvements, use of sustainable materials, comprehensiveness of property maintenance, and funding contributions greater than the required 30%.

The applicants are to be judged on the following criteria:

a. Quality of Improvement - 25 points:

Points will be allocated based on the level and quality of the improvement and its contribution to the street presence and visibility of improvement.

b. CRA Targeted Land Uses – 25 points:

- Restaurant
- BrewPub
- Hotel

c. Use of Sustainable Materials - 25 Points:

Sustainable materials might include, for example xeriscaping, energy efficient lighting, environmentally sensitive paint or other types of sustainable or green initiatives. The maximum number of points allocated for this category means that the applicant has incorporated numerous green initiatives into their design.

d. Comprehensiveness of Property Improvement – 25 points:

Businesses undertaking both property and façade improvements or substantial renovations to one or the other shall receive maximum points. If an Applicant contributes funding significantly above the required 30% match to make additional improvements to their business, they may receive up to 20 incentive points.