

CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
THURSDAY, JULY 17, 2025 – 10:00 AM



MINUTES

Call to Order

Chairwoman Boucher called the meeting to order at 10:00am.

Roll Call

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

Members absent: Vice Chair Andrea Vallencourt

Staff present: Lyndie Knowles, Development Services Representative, Gabriel Barro, Staff Planner, Michael Daniels, Development Services Director, Steve Kennedy, City Manager

ACTION ITEMS

1. Approval of the Minutes of the March 18, 2025 Meeting

Motion was made to approve the minutes of the July 17, 2025 meeting.

Motion made by Commissioner Timberlake, Seconded by Commissioner Royal.

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

Motion passed

2. 2025/26 CRA Budget

Michael Daniels, Development Services Director, presented the proposed 2025-2026 CRA budget to include \$10,000 for professional services, \$78,891.86 for facade/site improvement grants and \$5,000 for professional development, travel and memberships. This proposed budget is based on an estimated revenue of \$88,762.00. Mr. Daniels reviewed the tax increment projection and noted that we had a sizeable project completed in 2025 that would be included in the final numbers but was not included in the projection so the increment mostly like will be higher than projected.

Regarding the grants, staff has had several inquires from property owners regarding the grant. Several projects were discussed that could be potential candidates for grants now or in the future.

Mr. Daniels also gave an overview of the discussions around the land acquisition/lease options for the CRA. No money is proposed from 2025/2026 but discussions can begin about property terms for future budget years and/or budget amendments for FY 2025/2026.

Commissioner Timberlake asked what happens if the CRA bonds a project but then the state eliminates property taxes. Chairwoman Boucher offered to reach out to the county attorney to inquire what happens if the funding source of a bonded project is terminated. Board discussion regarding the fate of property taxes. Commissioner Burke shared that the confidence is high that the property taxes could be eliminated but that the funding source would be replaced in some way.

City Manager Steve Kennedy spoke to the issue and shared a few items that have been discussed in the legislature. Chairwoman Boucher inquired if the city had been involved with the DOGE requests and Mr. Kennedy responded that the city had received inquires and had responded.

Board discussion regarding the budget as presented followed. Commissioner Royal brought up some properties he would like to see upgraded along US 17.

Chairwoman Boucher asked what the process would be to update the budget mid-year if a project presented itself that the CRA would like to include in 2025/2026. Mr. Daniels explained that any budget amendment would need to be presented to the city and the county for approval after board approval. She then asked questions on the professional services and professional development/travel line items. These items were charged to the city's general fund for FY 2024/2025 because the CRA did not have the funds for 2024/2025. She then inquired about the additional hotel plaques that were originally discussed. She would like to see the remainder of those plaques (5) be completed and asked that funds be shifted from the grants line item to allow for that additional line item.

Motion was made to approve the proposed CRA budget with the change of moving \$20,000 from the facade grant line item to a capital outlay line item to continue the work on the historic hotel plaques.

Motion made by Commissioner Royal, Seconded by Commissioner Timberlake.

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

Motion passed

3. Review of Utility Box Wraps

Michael Daniels, Development Services Director, presented an update on the utility wrap public art project. The utility wrap project was preliminarily approved by FDOT. The wrap company, Wraptor, let us know that the proposed photo for the wrap design at Walnut and US 17 was a low resolution and could not be used to cover the entire utility box. Staff pulled additional photos of historic Walnut Street and created a collage design.

He also reminded the board about the design originally presented during the public art workshops noting that staff was particularly fond of the interactive children's art design.

Board discussion followed. Commissioner Timberlake would prefer to have less photos included in the collage. The board agrees in concept on the collage.

The board instructed staff to reach out to Wraptor to have them create a design and if staff approves of that design, move forward with the final FDOT approval and installation.

Motion was made to move forward with utility box design at US 17 and SR 16 as presented previously and that the utility box at Walnut be a collage for 2-6 pictures of a historical nature to be approved after design by Wraptor.

Motion made by Commissioner Royal, Seconded by Commissioner Timberlake.

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

Motion passed

DISCUSSION ITEMS

It was noted that this is the last day at the City of Green Cove Springs for Michael Daniels, Development Services Director. Commissioner Van Royal and the board shared his appreciation of Mr. Daniels during his tenure.

Adjournment

Chairwoman Boucher adjourned the meeting at 10:55am.

NEXT MEETING: Thursday, September 18, 2025 at 10:00am.

CITY OF GREEN COVE SPRINGS, FLORIDA

Heather Boucher, Chairwoman

Attest:

Lyndie Knowles, Development Services Rep.