



BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

April 28, 2026
Administration Building
4th Floor, BCC Meeting Room
477 Houston Street
Green Cove Springs, FL 32043
4:00 PM

INVOCATION

Commissioner Alexandra Compere, District 2, gave the Invocation.

PLEDGE

Retired US Navy Chief Petty Officer Kevin Gilley, led the Pledge of Allegiance.

Chairman Kristen Burke said we are honored to have the Clay County Fire Rescue Honor Guard and the Clay County Sheriff's Office Honor Guard here today to present the colors for the Pledge of Allegiance, as well as Chief Petty Officer Kevin Gilley, who is leading our Pledge of Allegiance. Chief Petty Officer Gilley served for over 21 years in the US Navy, retiring in 2022 and traveling worldwide as a builder and parachute rigger on aircraft carriers, in squadrons, in Seabee battalions, and in expeditionary units. He joined the military to build and fight for his country, learning not to judge others at first glance and that the toughest times teach the best lessons. A humble Veteran — his awards include the Global War on Terrorism Expeditionary Medal, the Iraq Campaign Medal, the NATO Medal, and two Navy Accommodation Medals. Petty Officer Gilley lives in Middleburg, working for Clay County as a Construction Engineering Inspector, and volunteers as a coach for youth flag football.

Presentation of Colors: CCSO Honor Guard:

- Captain Moises Rodriguez - CCFR
- Lieutenant Brian Schock - CCFR
- Acting Lieutenant Austin Christ - CCFR
- Deputy Garrett Bass - CCSO
- Deputy Corderro Jackley - CCSO
- Sergeant Troy Van Dyke - CCSO

Chief Petty Officer Gilley thanked the Board for the invitation to lead the Pledge of Allegiance and said it was his honor to attend.

CALL TO ORDER

Chairman Kristen Burke called the meeting to order at 4:05 pm.

ROLL CALL

Present: Commissioner District 4 Betsy Condon, Chairman
Commissioner District 5 Dr. Kristen T. Burke, Vice-Chairman
Commissioner District 1 John Sgromolo
Commissioner District 2 Alexandra Compere
Commissioner District 3 Jim Renninger

Absent: None

Staff Present: County Manager Howard Wanamaker
County Attorney Courtney K. Grimm
Commission Auditor Heather Boucher

PET ADOPTIONS

Teresa Capo, Executive Assistant, presented a PowerPoint to provide details for pets available for adoption: Gus (cat), Nala (dog), Calypso (cat), and Darrell (dog). Ready to meet your new best friend and see who's available - Visit our website to meet our adorable crew looking for their forever home, contact clayadoptions@claycountygov.com, or call (904) 269-6342. Pictured is a Bottle Baby who is in need of a foster home. If you are interested in helping our furry friends but cannot take one home, please look at our Amazon wish list at Amazon.com. We always need items for our foster kittens and shelter animals. See Attachment A.

SPECIAL STAFF RECOGNITION

Melody Tomacelli Retirement Recognition (A. Scott)

Sarah Thogode Retirement Recognition (A. Scott)

Staff Recognition can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 9:36 and ending at 13:12 Below is a summary of the discussion.

Chairman Kristen Burke stated that May 1, 2026, will be the retirement date for two of our library associates: Melody Tomacelli and Sarah Thogode.

- Ms. Tomacelli began her library career in 2001 as a part-time clerk in the children's

department at the Middleburg–Clay Hill Library becoming full-time in 2002. She spent 18 years working with children and later served in circulation and reference and is currently a library associate iii in the reference department at the Orange Park Library. Known for her outstanding work with children, “Miss Melody” is a favorite story-time presenter—she consistently goes above and beyond for patrons. In retirement, she plans to travel.

- Ms. Thogode began her library career in 2005 as a Reference Services Supervisor at Fleming Island Library, assisting patrons with genealogy and research. In 2018, she became a Technical Services Librarian focused on cataloging and interlibrary loans, and in 2025, she moved to the Orange Park Library to continue this work. Known for her genealogy expertise and dedication to patrons, she consistently went the extra mile to find answers and resources. Ms. Thogode plans to spend more time with family and travel in her retirement.

Present for the Recognition:

- Mary Canfield - Library Director
- Melody Tomacelli - Library Associate III
- Evie - Family of Melody Tomacelli - Granddaughter
- Angele - Family of Melody Tomacelli - Daughter
- Sarah Thogode - Technical Services Librarian
- Brandy Black - Operations Manager
- Jennifer Gross - Engagement and Programs Manager
- Amanda Stinchcomb - Collections and Technology Manager
- Melissa McNicol - Deputy Library Director

Ms. Canfield recognized Ms. Tomacelli and Ms. Thogode for their dedication to the County and citizens, thanked them for their years of service, and wished them well in their retirement.

Reginald Kantor Retirement Recognition (A. Scott)

Staff Recognition can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 13:27 and ending at 22:00. Below is a summary of the discussion.

Chairman Kristen Burke said we would now like to recognize the retirement of Budget Manager - Reginald Kantor. Mr. Kantor joined us in August 2020 and has done an outstanding job over the past five-plus years. As the Budget Manager, Mr. Kantor played a key role in preparing the annual budget, maintaining CIP tables, and ensuring compliance with state regulations. He was dependable and brought a fun, competitive spirit—especially during holiday decorating. In retirement — Mr. Kantor plans to travel — tackle his honey-do list — and set up his man cave. His hard work, dedication, and unique personality will be greatly missed.

Present for the Recognition:

- Reginald Kantor - Retiring Budget Manager
- Bridgette Kantor - Mr. Kantor's Wife
- Lisa Streeper - OMB Director
- Debbie Sileo - Former OMB Director
- Angela Cassell - Budget Analyst
- Grecela Macatangay - Revenue Analyst

Mr. Kantor thanked the Board for the recognition, spoke about his career and service to the county, and thanked his wife and all his co-workers.

Ms. Sileo spoke about her time working with Mr. Kantor, thanked him for all his hard work, and wished him well in his retirement.

Ms. Streeper also spoke about her time working with Mr. Kantor and wished him well in his retirement.

PROCLAMATIONS/RESOLUTIONS

1. National Law Enforcement Appreciation Week/National Police Week- (May 10-16, 2026)

Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 22:49 and ending at 28:45. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said that May 10 through 16, 2026, is Law Enforcement Week. It is a time to honor the Courage - Commitment and Sacrifice of the officers who put their lives on the line to keep our communities safe and we also recognize May 15, 2026, as Police Memorial Day and May 7, 2026 Clay County Police Memorial Week Ceremony - a solemn occasion to Honor and Remember the Law Enforcement Officers who have made the ultimate sacrifice in the line of duty.

Present for the Proclamation:

CCSO:

- Under-Sheriff Ron Lendvay
- Director Ricky Wright
- Director Joseph Bucci
- Director Baylor Alexandra
- Director Patrick Golemme
- Chief Scott Moreland
- Chief Jeff Johnson
- Chief William Arnold
- Chief Larry Henry
- Chief Jeremy Clark
- Assistant Chief Chad Ricks
- Assistant Chief Tina Chatmon

- Assistant Chief Michael Connors
- Chaplain Tim Martin
- Donna Seagle - Wife of fallen CCSO Deputy-Clint Seagle

Orange Park PD:

- Lieutenant Joel Grant

Green Cove Springs PD:

- Chief of Police - Chief Shawn Hines
- Assistant Chief - Austin Graham

Vice-Chairman John Sgromolo read the Proclamation for the National Law Enforcement Week/National Police Week - May 10-16, 2026.

Commissioner Betsy Condon made a motion for approval of the Proclamation, seconded by Chairman Kristen Burke, which carried 5-0.

Undersheriff Lendvay thanked the Board for the Proclamation at a heartfelt time, returning from Tallahassee and seeing the names added to the State Memorial of those who lost their lives this year. Undersheriff expressed his gratitude for the partnerships with local law enforcement agencies.

Chief Hines thanked the Board for the recognition and for being included in the presentation.

Chief Case also thanked the Board for the recognition and for being included in the presentation.

2. National Fallen Firefighters Memorial Weekend (May 2-3, 2026)

Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video- archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 29:38 and ending at 35:00. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said that May 2 through 3, 2026, is National Fallen Firefighters Memorial Weekend - a time to honor the bravery and the ultimate sacrifice of firefighters who died in the line of duty. Each year, thousands gather in Emmitsburg, Maryland, to pay tribute to these heroes and support their families. Our local Honor Guard Members have had the privilege of participating in this solemn ceremony in past years.

Present for the Proclamation:

CCFR:

- Captain Moises Rodriguez - Honor Guard
- Acting Fire Chief David Motes
- Chief Lorin Mock
- Deputy Fire Chief Jason Boree
- Engineer Nelson McGlothlin
- Acting Lieutenant Austin Christ - Honor Guard
- Captain Billy Futch
- Lieutenant Brian Schock - Honor Guard
- Deputy Chief Charles Leroy
- Captain Jeffery Vlasin
- Engineer Gregory Schaible
- Engineer Rolando Morales
- Firefighter Joe Riles
- Tanya McKay - Wife of fallen Fire Fighter - Engineer Jeremy McKay
- Director of Emergency Management - Tim Devin

Commissioner Betsy Condon read the Proclamation for National Fallen Firefighters Memorial Weekend - May 2-3, 2026.

Commissioner Jim Renninger made a motion for approval of the Proclamation, seconded by Commissioner Alexandra Compere, which carried 5-0.

Acting Fire Chief Motes thanked the Board for the Proclamation and recognition. These events are all about first responders and those who have paid the ultimate sacrifice and served their community, and about remembering that, for every name displayed, there is a family, crew, and community behind that name. This year's ceremony can be watched at weekend.firehero.org.

Ms. McKay thanked the Board for recognizing and honoring the fallen firefighters. In addition to the memorial, the National Fallen Firefighters Foundation has the "Light the Night Red" happening now through May 3, 2026, where you can light your homes, businesses, or landmarks to support fallen firefighters.

3. National Small Business Month (May 2026)

Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video- archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 36:04 and ending at 44:30. Below is a summary of the discussion and the vote for this agenda item.

Chairman Kristen Burke said Small Business Month is observed each May, celebrating entrepreneurs' vital contributions to local economies by honoring their resilience, encouraging consumers to shop locally, and highlighting their role in creating jobs, fostering innovation, and supporting our community.

Present for the Proclamation:

- Gary McIntyre - Maxxim Construction and Roofing
- Chris Evangelista - Senior Business Consultant - SBDC

- Debbie Magyar, Director of SBDC
- Pam Gause, Better Homes and Gardens Clay
- Helena Cormier, Ambassador Clay Chamber
- Jon Cantrell, President, Clay Chamber
- Steve Underwood, Pro-Care Lawn and Pest
- Cody Underwood, Pro-Care Lawn and Pest
- Eugenia Cummings, Turtles Rock: pets, plant care, and fun stuff
- ShawnToya Jones, ACT Now Financial Services
- Charlie Stillings, Create Your New Beginning
- Jennifer Schwartz, Senior Helpers
- Mark Szaks, Trust Environmental
- Constance Higginbotham, General Federation of Women's Club
- Tino Lebron, Duval Ford
- Cheryl Kennedy, Home Video Studio
- David A. King, Attorney at Law
- Jackie Hale, The Blue Collar Recruiter

Commissioner Jim Renninger read the Proclamation for National Small Business Month - May 2026.

Vice-Chairman John Sgromolo made a motion for approval of the Proclamation, seconded by Chairman Kristen Burke, which carried 5-0.

Mr. Cantrell thanked the Board and county staff for the recognition, expressed his appreciation for their support, and spoke about the importance of supporting small businesses.

Mr. Evangelista expressed his appreciation for the Board's recognition and support of small businesses and mentioned each business in attendance, as noted above. Mr. Evangelista also recognized the state winners for SBDC Businesses of the Year: Code Ninjas in Fleming Island, owner Ryan Clark, and Gator Bait Restaurant, which won the rural business of the year award.

PRESENTATIONS

Check Presentation from AFLAC for the National Fitness Campaign Project.
(T. Nagle)

Aflac Presentation can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 45:43 and ending at 47:00. Below is a summary of the discussion.

Troy Nagle, Assistant County Manager, introduced the AFLAC Team, Brian Shane,

Michelle Haskell of AFLAC, and Daniel Greene with the Baily Group to present a check for the National Fitness Campaign Project.

Brian Shane, Senior Group Representative of AFLAC, said it was an honor to participate in the Fitness campaign, expressed his appreciation for the partnership with the county, and presented a check to the Board.

CONSTITUTIONAL OFFICERS

Constitutional Officers can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 47:54 and ending at 55:10. Below is a summary of the discussion.

Judge Steve Whittington touched on the consent agenda item 11 - TruePort and TrueScan, mentioned the improvements taking place at the Clay County Courthouse, and spoke about the importance of improving security.

There was a brief discussion regarding the implementation of the Xonar Technology, the lease timeframe, and the technology of the current system vs. the proposed new system.

APPROVAL OF MINUTES

4. Board of County Commissioners Meeting Minutes, April 14, 2026.

Commissioner Jim Renninger made a motion for approval of the April 14, 2026, BoCC Meeting Minutes, seconded by Commissioner Betsy Condon, which carried 5-0.

PUBLIC COMMENTS

Public Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 55:44 and ending at 1:00:35. Below is a summary of the discussion.

Vice-Chairman Kristen Burke opened the floor for the public comment at 4:56 pm.

Steven Van Bloem, 812 Cameron Oaks Place, Middleburg, Florida, addressed the Board to offer positive feedback and to express his appreciation to the Commission, Emergency Services - CCFR/CCSO, and other agencies, as well as the leaders within the organization.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, expressed her gratitude to the Board and staff for their efforts regarding Rolling Hills.

Hearing no other comments, Vice-Chairman Kristen Burke closed public comment at 5:00 pm.

CONSENT AGENDA

5. Finance Business

The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1) FL Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

6. Bid No. 25/26-005, Tile Replacement at the Clay County Jail (K. Smith)

Approval to post Notice of Intent to Award Bid No. 25/26-005, Tile Replacement at the Clay County Jail to Town of Floors, LLC in the amount of \$168,198.00. Approval of award will be effective after the 72-hour protest period has expired.

Funding Source:

Sheriff - Countywide Fund - Building - Jail / Law Enforcement - Jail Showers and Plumbing - Building

7. Bid No. 25/26-055, Clay County Fairgrounds Hurricane Roof Repairs – Exhibit Hall 2 & Cattlemen’s Arena (K. Smith)

Approval to reject Bids received for Bid No. 25/26-055, Clay County Fairgrounds Hurricane Roof Repairs to Exhibit Hall 2 & Cattlemen’s Arena. Bids received are over budget. Staff will immediately re-evaluate and re-advertise the Bid in an attempt to receive more competitive Bid submittals.

Funding Source:

FD1000 - CC1233 - 546100 - PRJ100893 - GR010201 / GR010202

8. Bid No. 25/26-062, Dirt Road Paving of Lakeview Street and Hilltop Street (K. Smith)

Approval to post Notice of Intent to Award Bid No. 25/26-062, Dirt Road Paving of Lakeview Street and Hilltop Street to Maloy Grading Corporation in the amount of \$749,446.03. Approval of award will be effective after the 72-hour protest period has expired.

Funding Source:

Capital Improvement Plan (CIP) Projects Fund - Non Capital Improvement Element - Road Improvements -Infrastructure

9. Second Amendment and Renewal to SHIP Grant Funding Agreement with Mercy Support Services (T. Sumner)
Approval of the Second Amendment and Renewal to SHIP Grant Funding Agreement No. 2021/2022-182 with Mercy Support Services to renew the Agreement for an additional one year term of June 14, 2026 - June 13, 2027 and to amend the Agreement to revise the applicable Local Housing Assistance Plan Strategy from the Homeless Stabilization Program/Eviction Prevention/Rent Subsidies and Rapid Rehousing Strategy to the Special Needs Housing (Non-Profit) Strategy. The annual grant funding amount is \$300,000.
10. Satisfaction of Mortgage for BASCA, Satisfaction of Mortgage for Kirkman and Satisfaction of Mortgage for Operation Lifeline (T. Sumner)
11. TruePort and TrueScan Order and Lease Agreement related to Xonar Technology Inc. (T. Clever)
A) TruePort and TrueScan Order and Lease Agreement related to Xonar Technology Inc. associated with the Courthouse Remodel Project. Two-year lease agreement which allows for successive one-year renewals upon mutual written agreement of the parties. The pricing is fixed at the rates set forth in the Order for the first two (2) one-year renewal terms.
B) Approval of advance payment.
12. Resolution directing the placement of the School Board's Referendum on the ballot of the November 3, 2026 general election (C. Grimm)
13. Franchise Agreement for Container Service with Dump'n Ain't EZ, LLC (M. Towns)
Approval of new Franchise Agreement with Dump'n Ain't EZ, LLC dba Dumpster Dudez of Greater Gainesville for Container Service for a term commencing 5/1/2026 and continuing through 3/31/2031.
14. Franchise Agreement for Container Service with Bee Dumpster Hauling, LLC (M. Towns)
Approval of new Franchise Agreement for Container Service with Bee Dumpster Hauling, LLC for a term commencing 5/1/2026 and continuing through 3/31/2031.
15. State Highway Lighting Maintenance and Compensation Agreement for FDOT FY 26/27 (R. Smith)
Approval of Work Order to the State Highway Lighting Maintenance and Compensation Agreement No. 2020/2021-219 WO 5 with Florida Department of Transportation (FDOT) for State FY 26/27. FDOT will

pay the County a total lump sum amount of \$251,547.66 for providing maintenance and operation of lighting and/or lighting systems on the State Highway System that are within the County.

16. Approval to set Public Hearing on Petition to Vacate Co-Sar Avenue, Middleton Road, Co-Sar Circle, Circle Drive West and Sandalwood Street and adoption of Resolution to schedule the Public Hearing (R. Smith/C. Grimm)
17. Lien Reduction
Case No. CE-25-048, 32 Foxtail Avenue, Middleburg, Florida
Estate of Clyde Daniel Sousley, property owner
18. Approval of Assignment of Mortgage between Clay County, Florida and Housing Finance Authority of Clay County, Florida for the Kelli Grove Project (C. Grimm/T. Sumner)
19. Advance Payment Authorization re: County Genetec Advantage Card Reader Licenses (D. Hane)
Approval of advance payment in the amount of \$37,823.76 to Miller Electric Company for a five (5) Genetec Advantage Card Reader License subscription.

Funding Source:

General Fund - Management Information Systems - Software Subscriptions

Consent Agenda can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 3:17:04 and ending at 3:23:33. Below is a summary of the discussion and vote for this agenda item.

Commissioner Jim Renninger requested that item 12 be pulled for discussion.

Vice-Chairman John Sgromolo made a motion for approval of the Consent Agenda except item 12, seconded by Commissioner Alexandra Compere, which carried 5-0.

Commissioner Jim Renninger expressed his concerns regarding item 12 - Resolution directing the placement of the School Boards Referendum on the ballot, which has grammatical errors in the Resolution.

There were questions and discussions regarding the scriveners' errors, who can correct them, clarification of the language in the Resolution from the School Board, and the correction of language/errors when they appear on the ballot.

Following all discussions, Commissioner Jim Renninger made a motion to approve item

12 with the scribes' errors corrected for placement on the ballot, seconded by Vice-Chairman John Sgromolo, which carried 5-0.

DISCUSSION/UPDATES

20. Strategic Plan Update (T. Nagle/L. Christmas)

Strategic Plan information link:

<https://www.claycountygov.com/government/board-of-county-commissioners/strategic-plan>

Item Twenty (20) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/April-28,-2026), beginning at 3:23:34 and ending at 3:29:50. Below is a summary of the discussion.

Laura Christmas, Director of Communications addressed the Board to provide details and information for Strategic Plan update using the link provided above.

Topics Highlighted:

- Website Update
- Good Governance
- Community Health and Safety
- Economic and Community Development
- Infrastructure
- Quality and Balance of Life

There was a brief discussion about calculating the number of "hits" on the web page and identifying where they came from.

There was no action required by the Board.

TIME CERTAIN - 5:00 p.m. or as soon thereafter as can be heard.

21. Public Hearing on Ordinance and Resolution to Amend the Capital Improvement Plan and Resolution for Other Budget Adjustments (MJ Rood)

Approval of the following ordinance and resolutions that provide budget adjustments for departmental needs:

(1) Public Hearing to consider approval of Ordinance amending the Capital Improvement Element (CIE) portion of the Clay County Capital Improvement Plan.

(2) Resolution amending the Non-Capital Improvement Element (Non-

CIE) portion of the Clay County Capital Improvement Plan.

- (3) Resolution amending the FY 25/26 Budget for:
- (a) Operating adjustments, and,
 - (b) Final audit adjustments.

Various Funding Sources

Item Twenty-One (21) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:00:37 and ending at 1:02:46. Below is a summary of the discussion and vote for this agenda item.

MJ Rood, Budget Manager, addressed the Board to provide details and information for the public hearing regarding the Capital Improvement Plan as well as other budget amendments as indicated above.

- 1. Public Hearing to consider approval of Ordinance amending the Capital Improvement Element (CIE) portion of the Clay County Capital Improvement Plan.

Chairman Kristen Burke opened the floor for the public hearing at 5:01 pm.

Hearing no comments, Chairman Kristen Burke closed the public hearing at 5:01 pm.

Commissioner Betsy Condon made a motion for approval of item 1, seconded by Commissioner Jim Renninger, which carried 5-0.

- 2. Resolution amending the Non-Capital Improvement Element (Non-CIE) portion of the Clay County Capital Improvement Plan.

Vice-Chairman John Sgromolo made a motion for approval of item 2, seconded by Commissioner Jim Renninger, which carried 5-0.

- 3. Resolution amending the FY 25/26 Budget for:
 - (a) Operating Adjustments
 - (b) Final Audit Adjustments

Commissioner Alexandra Compere made a motion for approval of item 3 (a) and (b), seconded by Vice-Chairman John Sgromolo, which carried 5-0.

22. Bid No. 25/26-061, Clay County Sheriff's Office Building 500 Renovation (K. Smith)

Approval to post Notice of Intent to Award Bid No. 25/26-061, Clay County Sheriff's Office Building 500 Renovation to Brogdon Builders, LLC in the total amount of \$1,604,255.50, inclusive of the Base Bid, Alternate Bid #1, and Alternate Bid #2. Approval of award will be

effective after the 72-hour protest period has expired.

Funding Source:

Capital Improvement Element - (CIP) Project Funds - Non-Capital
Improvement Element - CCSO Building 500 Build Out - Building

Item Twenty-Two (22) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:03:08 and ending at 1:04:12. Below is a summary of the discussion and vote for this agenda item.

Jessica Loos, Strategic Sourcing Manager, addressed the Board to provide details and information for BID Number 25/26-061, as indicated above.

Commissioner Betsy Condon made a motion for approval, seconded by Commissioner Jim Renninger, which carried 5-0.

23. Public Hearing on the adoption of an Ordinance amending Ordinance No. 2017-10, which established the Cross Creek North Community Development District, in order to amend the boundaries of the Cross Creek North Community Development District (C. Grimm)

Item Twenty-Three (23) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:04:18 and ending at 1:25:34. Below is a summary of the discussion and vote for this agenda item.

Wes Haber, of Kutak Rock Law Firm, presented a PowerPoint Presentation to provide details and information for the public hearing to consider the adoption of an Ordinance amending Ordinance Number 2017-10, as indicated above. The presentation is attached to the agenda.

There were questions and discussions regarding the vote by the CDD Board - unanimous in support, homes developed in the portion being requested to remove, zoning, intent for future development, ownership, and intent for the parcel that is excluded, and assessment of CDD.

Chairman Kristen Burke opened the floor for the public hearing at 5:14 pm.

Rick Woods, 414 Old Hard Road, Fleming Island, Florida, addressed the Board to discuss and address concerns raised by members of the CDD Board.

Helana Cormier, 2839 Woodbridge Crossing Court, Florida, addressed the Board to express her concerns about the requested change.

There were comments and discussions by the Board, staff, and applicant to address concerns raised during the public hearing regarding the development of homes and

amenities to be constructed, funding through the CDD vs. without developing additional amenities, and the bond.

Hearing no other comments, Chairman Kristen Burke closed the public hearing at 5:25 pm.

Commissioner Betsy Condon made a motion for approval, seconded by Vice-Chairman John Sgromolo, which carried 5-0.

24. Public Hearing to consider adoption of COMP 26-0002. (District 5, Comm. Burke) (D. Selig)

The applicant has requested a continuation to the May 5, 2026, Planning Commission Meeting.

This application is a FLUM amendment to change 46.39 acres from Branan Field Primary Conservation Network (BF-PCN) to Branan Field Master Planned Community (BF-MPC).

Item Twenty-Four (24) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:25:41 and ending at 1:30:54. Below is a summary of the discussion and vote for this agenda item.

All those wishing to speak were sworn in.

Dodie Selig, Chief Planner, addressed the Board to provide the information for the continuance of item twenty-four (24). However there would need to be a public hearing due to advertisement.

Chairman Kristen Burke opened the floor for the public hearing at 5:26 pm.

Erin Sayer, 2100 Spinnaker Court, Middleburg, Florida, addressed the Board to express her opposition to the requested item.

Hearing no other comments, Chairman Kristen Burke closed the public hearing at 5:30 pm.

Commissioner Alexandra Compere made a motion for approval of the requested continuance until the May 12, 2026, BoCC Meeting, seconded by Commissioner Jim Renninger, which carried 4-1, with Commissioner Betsy Condon in opposition.

25. Final Public Hearing to consider adoption of COMP 25-0015 and ZON 25-0029 (District 5, Comm Burke) (D. Selig)

A. COMP 25-0015

This application is a Comprehensive Plan Amendment that includes both text changes and a map amendment to increase the Lake Asbury Interchange Village Center (LA-IVC) at Henley Road.

B. ZON 25-0029

This application is a rezoning to increase the Lake Asbury Interchange Village Center (LA-IVC) at Henley Road.

Item Twenty-Five (25) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:30:55 and ending at 1:51:05. Below is a summary of the discussion and vote for this agenda item.

Dodie Selig, Chief Planner, presented a PowerPoint to provide details and information for the final public hearing on COMP-25-0015 and ZON-25-0029, as indicated above. See Attachment B.

Chairman Kristen Burke opened the floor for the public hearing at 5:34 pm.

Susan Fraser, SLF Consulting, Applicants agent, addressed the Board to provide more details for the requested change and answer questions from the Board.

Gary Schiff, 3272 Crocus Lane, Green Cove Springs, Florida, addressed the Board to express concerns with the requested change.

Tommy Childress, 3453 Village Park Drive, Green Cove Springs, Florida, addressed the Board to express concerns with the requested change and thank the developer for hearing and addressing the concerns.

Bob Neely, 3221 Crocus Lane, Green Cove Springs, Florida, addressed the Board to express concerns with the requested change.

Jason McKenzie, 2575 Lantana Lane, Green Cove Springs, Florida, addressed the Board to express concerns with the requested change.

Helana Cormier, 2839 Woodbridge Crossin Court, Green Cove Springs, Florida, addressed the Board to express concerns with the requested change.

Hearing no other comments, Chairman Kristen Burke closed the public hearing at 5:47 pm.

There was a brief conversation to clarify uses and zoning.

Commissioner Jim Renninger made a motion for approval of COMP-25-0015, seconded by Vice-Chairman John Sgromolo. Staff noted the acceptable uses/zoning within the rezoning and intended development, the motion carried 5-0.

Commissioner Betsy Condon made a motion to approval of ZON-25-0029, seconded by Vice-Chairman John Sgromolo, which carried 5-0.

26. Final Public Hearing to consider ZON 26-0006 (Sign Code Amendment)
(D. Selig)

This application comprises amendments to two articles of the Land Development Code.

A. First, is an ordinance related to Article III which amends Sec. 3-33B.C.I.14.f and adds Sec. 3-33B.C.I.14.g.

B. Second, is an ordinance related to Article VII which amends Sec. 7-3 and adds Sec. 7-35.

Item Twenty-Six (26) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 1:51:06 and ending at 2:04:54. Below is a summary of the discussion and vote for this agenda item.

Dodie Selig, Chief Planner, presented a PowerPoint to provide details and information for the final public hearing on ZON-26-0006, as indicated above. See Attachment C.

Chairman Kristen Burke opened the floor for the public hearing at 6:01 pm.

Frank Miller, 1 Independent Drive, Applicant's Agent, addressed the Board to provide additional details regarding the requested change and to answer questions from the Board.

Hearing no other comments, Chairman Kristen Burke closed the public hearing at 6:03 pm.

Commissioner Betsy Condon made a motion for approval of ZON-26-0006 (A), seconded by Commissioner Jim Renninger, which carried 5-0.

Commissioner Betsy Condon made a motion for approval of ZON-26-0006 (B), seconded by Vice-Chairman John Sgromolo, which carried 5-0.

There was a brief discussion regarding a timeline for expanding the ordinance to the Branan Field Master Plan and applying the plan to less than 2,000 acres.

27. Final Public Hearing to consider COMP 26-0004 and ZON 26-0005.
(District 4, Comm. Condon) (B. Carson)

A. COMP 26-0004

This application is a FLUM Amendment to change 1.16 acres from Commercial (COM) to Rural Residential (RR).

B. ZON 26-0005

This application is a rezoning to change from Neighborhood Business District (BA) to Rural Estates District (AR-2).

Item Twenty-Seven (27) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 2:04:55 and ending at 2:08:30. Below is a summary of the discussion and vote for this agenda item.

Beth Carson, Director of Planning and Zoning, presented a PowerPoint to provide details and information for the final public hearing on COMP-26-0004 and ZON-26-0005, as indicated above. See Attachment D.

There were questions and discussions regarding the uses in AR vs. AR2.

Chairman Kristen Burke opened the floor for the public hearing at 6:08 pm.

Hearing no comments, Chairman Kristen Burke closed the public hearing at 6:08 pm.

Commissioner Betsy Condon made a motion for approval of COMP-26-0004, seconded by Commissioner Alexandra Compere, which carried 5-0.

Commissioner Betsy Condon made a motion to approval of ZON-26-0005, seconded by Vice-Chairman John Sgromolo, which carried 5-0.

28. Final Public Hearing to consider ZON 26-0004. (District 5, Comm. Burke) (B.Carson)

This application is a rezoning to change 8.37 acres from Agricultural Residential (AR) to Community Business District (BB-2)

Item Twenty-Five (25) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 2:08:31 and ending at 3:17:00. Below is a summary of the discussion and vote for this agenda item.

Beth Carson, Director of Planning and Zoning, presented a PowerPoint to provide details and information for the final public hearing ZON-26-0004, as indicated above. See Attachment E.

A brief discussion was held to clarify the Planning Commission's vote and the required buffering and lighting.

Jason Gabriel, Burr & Forman, LLP, the Applicant's Agent, addressed the Board to provide more details and information regarding the requested change and provided a handout for reference. See Attachment F.

Chairman Kristen Burke opened the floor for the public hearing at 6:21 pm.

Denise Robertson, 3738 Bedford Drive, Middleburg, Florida, and President of the Boxwood HOA, addressed the Board to express concerns with the requested change.

Steven Van Bloem, 812 Cameron Oaks Place, Middleburg, Florida, and a member of the Oakleaf Branan-Ridge CAC, addressed the Board to clarify the CAC vote.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, addressed the Board to express concerns regarding the requested change.

Hearing no other comments, Chairman Kristen Burke closed the public hearing at 6:27 pm.

The Board, staff, and agent made comments to address concerns raised during the public hearing and had lengthy discussions regarding allowable uses, nearby residential, PCD/PUD vs BB2, buffering requirements, the potential noise, clarification regarding the notification of the CAC meetings and the intent of the CAC, drainage, clarification of the site plan for development (See Attachment G) and the addition of a turn lane, sidewalks, and the reputation of the developer.

Following all discussions, Commissioner Alexandra Compere made a motion to deny ZON-26-0004, seconded by Commissioner Jim Renninger. There was discussion about reasons to continue the item and dates for the item to be heard again. The previous motion was withdrawn.

Commissioner Alexandra Compere made a motion to approve continuing the item to be heard at the June 9, 2026, BoCC meeting, seconded by Commissioner Jim Renninger, which carried 5-0.

LETTERS FOR ACTION

29. Joint Legislative Auditing Committee (JLAC) Audit Finding Response.
(H. Boucher)

Item Twenty-Nine (29) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 3:29:56 and ending at 3:31:07. Below is a summary of the discussion and vote for this agenda item.

Heather Boucher, Commission Auditor, addressed the Board to provide the details and information for the JLAC findings. The information discussed is attached to the agenda.

There were questions and discussions regarding inclusion of pictures in the response.

Commissioner Betsy Condon made a motion to approval, seconded by Commissioner Jim Renninger, which carried 5-0.

LETTERS OF DOCUMENTATION

30. Bid Opening Tabulations (K. Smith)

Bid Opening Tabulations for April 14, 2026:

A. RFQ No. 25/26-016, Construction Engineering and Inspection Services for SUN Trail

B. Bid No. 25/26-027, Firefighter Gear Storage Shed Construction

C. Bid No. 25/26-062, Dirt Road Paving of Lakeview Street and Hilltop Street

Chairman Kristen Burke acknowledged the Letters of Documentation.

PUBLIC COMMENTS

Vice-Chairman Kristen Burke opened the floor for the public comment at 7:31 pm.

Hearing no comments, Vice-Chairman Kristen Burke closed public comment at 7:31 pm.

COMMISSION AUDITOR

31. City of Green Cove Springs CRA Update

Item Thirty-One (31) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 3:31:38 and ending at 3:42:29. Below is a summary of the discussion and vote for this agenda item.

Heather Boucher, Commission Auditor, presented a PowerPoint presentation to provide an update for the City of Green Cove Springs CRA. See Attachment H.

Topics Discussed:

- Logo
- Postcard
- Clarification of a CRA
- Boundary Map
- CRA Board Members
- The Hotel ERA
- Improvement Assistance Grant
- Utility Box Wraps

There were comments regarding receiving a brief from the additional CRA located in Keystone Heights, Florida, and funding received and used by the CRA.

COUNTY ATTORNEY

Courtney Grimm, County Attorney, had no comments.

COUNTY MANAGER

County Manager can be seen at www.claycountygov.com/government/clay-county-tv-

and-video-archive/BCC Agenda/April 28, 2026, beginning at 3:42:37 and ending at 4:16:35. Below is a summary of the discussion.

Howard Wanamaker, County Manager, mentioned that the Touch-A-Truck event was successful and noted those who were recognized and received awards.

Winners:

- 2025 Clay County Veteran of the Year, Retired United States Army Major Jessica Polvikoski
- 2025 Clay County Volunteer of the Year, Jenielle Holderfield
- 2025 Clay County Youth Volunteer of the Year: Amaia Arteta
- Veterans Distinguished Service Awardees:
 - Retired U.S. Army Staff Sergeant Matt Flint
 - Retired U.S. Army Specialist Kristle Helmuth
- Volunteer Distinguished Service Awardees:
 - Brian Knight
 - Mary Medford
- Distinguished Service to Clay County:
 - Richard Carey

County Manager Wanamaker requested that he yield the rest of his time so Chief Lorin Mock could provide an update on the fires.

Chief Lorin Mock addressed the Board to provide an update and details on the recent fires and to provide an overview of how CCFR and other agencies managed and fought them. Chief Mock also spoke about the community outreach and donations and thanked everyone involved for their support.

There was a brief conversation regarding injuries or loss of life due to the fires, onsite visits, and shows of support by state/federal partners and agencies that assisted CCFR, as well as CCFR off-duty firefighters, partners, and forestry staff.

The Board also expressed their gratitude to CCFR and all those involved for their efforts during the fires, and comments were made regarding the current status of the fire, the burn ban that is still in place, commercial burns, leadership, collaboration of all agencies, the bird strike on an air asset, and the drone ban in place.

COMMISSIONERS' COMMENTS

Commissioners can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/April 28, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/April%2028,%202026), beginning at 4:16:36 and ending at 4:46:37. Below is a summary of the discussion.

Commissioner Jim Renninger mentioned the recognition of the 30th Anniversary for Clay County Clerk of Court and Comptroller - Teen Court and the first veteran to move in at the Veterans Village. Commissioner Renninger spoke about the upcoming ribbon cutting for Waste-Not Want-Not on Thursday, April 30, 2026, from 3:00 pm to 5:00 pm, and about Challenge Enterprises' breakfast on Wednesday morning, April 29, 2026.

Commissioner Renninger also acknowledged Doug Conkey of SJRWMD and Leigh Wilsey of Northeast Florida Regional Council and thanked them for their attendance.

Commissioner Alexandra Compere spoke about extending the Board's appreciation to the library staff and the takeaways from touring the library. Commissioner Compere also mentioned the renderings in the room for the Oakleaf Library. Commissioner Compere talked about attending the Celebrate Clay breakfast. Commissioner Compere said next Thursday, May 7, 2026, from 8:30 to 9:30 am, Morning Star Family Church is hosting a National Day of Prayer Service, and the Penney Farms Retirement Community is also hosting a National Day of Prayer Service from 7:00 pm to 8:00 pm, and mentioned that Sunday, May 17, 2026, has been designated as a second National Day of Prayer. Commissioner Compere spoke about the comments made about the county's process regarding the CAC's function, and requested to workshop the breakdown in the process.

The Board had discussions regarding changes made by developers after being heard by another board or CAC during the process, the timeline for recommendations received, the role and benefits of the CAC, the procedure, the CAC's involvement, training for CAC members and notification of meetings.

Vice-Chairman John Sgromolo gave a shout-out to Crawford Powell, Director of EDC for the success of the Expressway Summit. Vice-Chairman Sgromolo thanked the Orange Park Rotary Club for the invitation to speak along with two of the students from Commissioner for a Day, Reagan Cobb and Mackenzie Alexander. Vice-Chairman Sgromolo also gave a shout-out to the Clay Bar Association for the success of the Law Day Luncheon and spoke about the takeaways. Vice-Chairman spoke about the success of the Touch-A-Truck Event and thanked staff. Vice-Chairman Sgromolo spoke about how grateful he is to be a part of Clay County and expressed his appreciation to CCFR, CCSO, Emergency Management team and all those involved in the efforts during the fires. Vice-Chairman noted that tonight's meeting had a theme - Community, it is not often you will see residents actively negotiating with developers and that is how it is suppose to work, in community and democracy, it was a great meeting.

Commissioner Betsy Condon mentioned speaking at the Women's Empowerment Luncheon and expressed her appreciation for the invitation. Commissioner Condon also mentioned the National Day of Prayer on May 7, 2026, which is also Police Memorial Day and Regional Council Meeting, and May 14, 2026, is the Habitat for Humanity Women Build Gala at the Clay Theater. Commissioner Condon also expressed her condolences to the firefighters and the Forestry Division families. Commissioner Condon noted the Keystones Heights National Day of Prayer would be held in Bryans Ace Hardware parking lot in the evening.

Chairman Kristen Burke expressed her gratitude to be a part of Clay County and the events she gets to be a part of as a commissioner. Chairman Burke spoke about the success of the Touch-A-Truck event and the touching ceremony, which makes her even prouder to be part of the county, and about the takeaways from the last week.

Hearing no further business, Chairman Kristen Burke adjourned the meeting at 8:46 pm.

Attest:



Tara S. Green
Clay County Clerk of Court and Comptroller
Ex Officio Clerk of the Board

[Kristen T. Burke DC \(May 18, 2026 15:30:07 EDT\)](#)

Kristen Burke
Chairman or Vice-Chairman

Attachment
“A”
Pet Adoption



Gus

ANIMAL ID: A0060850273

SEX: Neutered Male

BREED: Domestic shorthair, 2 years old 8 pounds

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Gus is the definition of social: he wants to be where the people are, supervising your tasks, inserting himself into conversations, and making sure you never feel lonely for even a second. Like many orange cats, he's also a bit mischievous — the playful, goofy kind that keeps life interesting.

If you're looking for a lively companion who brings joy, laughs, and a whole lot of orange-cat charm, Gus is your guy.

claycountygov.com/adopt



Nala

ANIMAL ID: A0060858913

SEX: Spayed Female

BREED: Mixed Breed; 5 years old 54 pounds

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet Nala — the tiny tornado of joy you never knew you needed.

She may be pocket-sized, but don't let that fool you. This girl is tiny but mighty, and she absolutely knows it. Nala starts off a little shy, but once she decides you're part of her inner circle, she transforms into a full-blown love bug with VIP-level enthusiasm.

Her signature move? A happy-feet tap dance every time her favorite humans walk into the room. It's like being greeted by a very small, very excited barista who's thrilled you ordered the usual.



claycountygov.com/adopt



Calypso

ANIMAL ID: A0060858913

SEX: Spayed female

BREED: Domestic Short hair, 4 year old; 9 pounds

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet Calypso. Like many calicos, Calypso starts off a bit shy, taking her time to decide who's worthy of her trust. But once she warms up, she reveals her true colors — playful, expressive, and full of that classic calico charm. She's the kind of cat who bonds deeply, shows affection on her own terms, and brings a delightful mix of sweetness and sass to any home. Calypso just needs a patient person who appreciates a cat with personality and a heart that blooms slowly but beautifully.



claycountygov.com/adopt



Darrell

ANIMAL ID: A0060249065

SEX: Neutered Male, Heartworm Negative

BREED: Mix Breed; 5 Years old; 62 pounds
Heartworm Negative

LOCATION: CCAS Main Shelter in Green Cove Springs

ABOUT: Meet Darrell — the dog who loves **EVERYTHING** with his whole heart and soul. This enthusiastic king of joy adores other dogs, though sometimes his spiritual play style needs a little guidance so he doesn't accidentally bless his friends with too much enthusiasm. Darrell is sweet, goofy, and ready to love you with the intensity of a thousand suns. If you're looking for a dog who commits fully to fun, friendship, and life itself, Darrell is your guy.



claycountygov.com/adopt



Ready to Meet Your New Best Friend?

Our adoptable animals are waiting to add some extra love and fun to your life. From wagging tails to purring kitties, we've got the perfect companion just for you. 🐶 🐱

Want to see who's available? Head over to our website and meet our adorable crew looking for their forever homes.

Got questions? Drop us a line at

Clayoptions@claycountygov.com and let's chat!

Don't wait! Your new best friend is just a click away! 🏠 ❤️

**Pictured: Bottle babies are in need of a foster home, please call the shelter for more information. We are always in need of foster homes where they can grow, receive socialization and even medical fosters, and get the care they needs until they are ready for adoption. Could you provide a loving temporary home for one of our foster animals? If so, please contact us at clayfosters@claycountygov.com*

claycountygov.com/adopt



If you are interested in helping our furry friends but can't bring one home, please take a look at our Amazon wish list. We are always in need of items for the shelter animals.

[Amazon.com](https://www.amazon.com)

claycountygov.com/adopt

Attachment

“B”

COMP-25-0015

ZON-25-0029

Large Scale Comprehensive Plan Future Land Use Map
Amendment:

COMP 25-0015

Rezoning Application:

ZON 25-0029

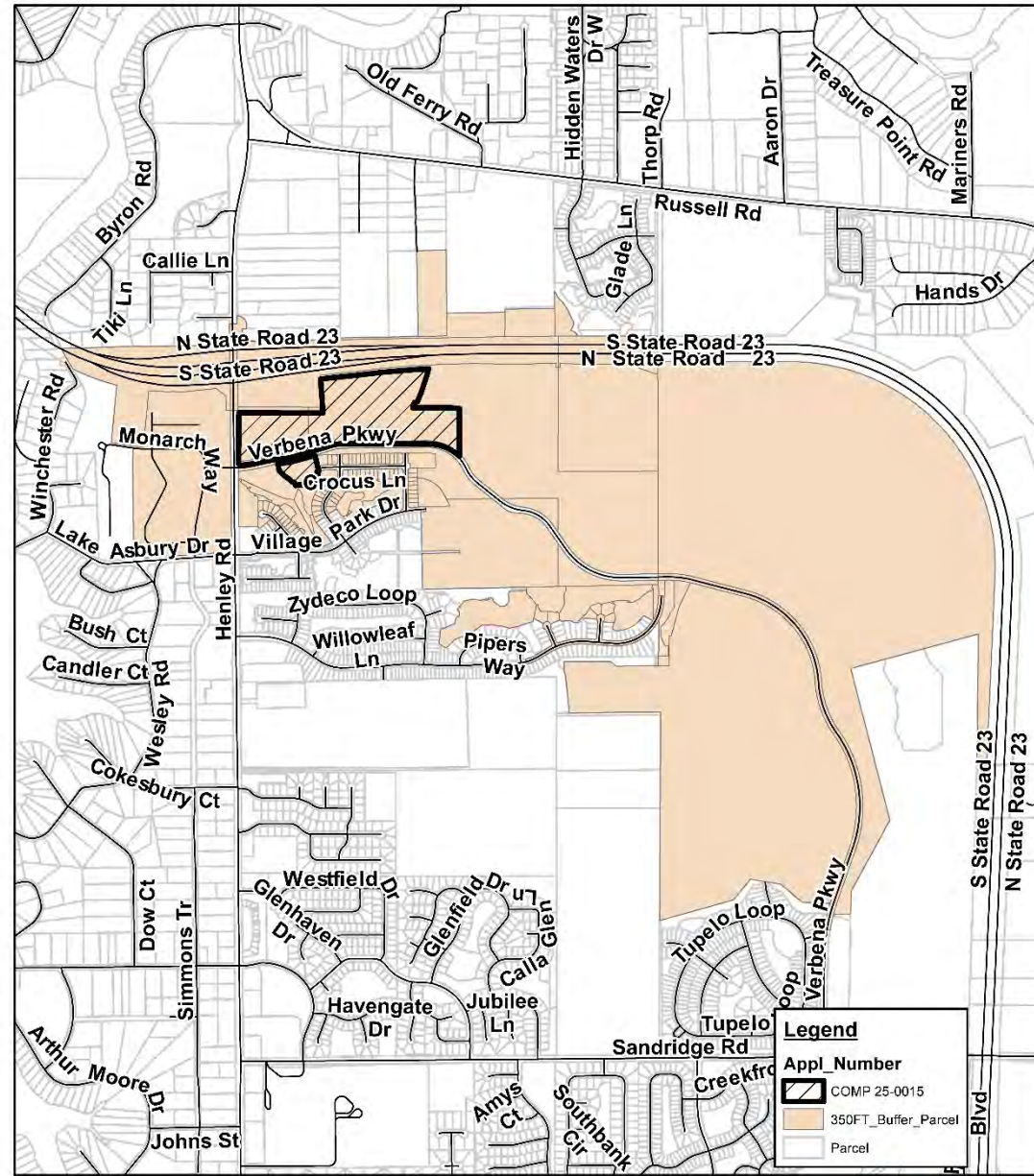
Board of County Commissioners
April 28, 2026

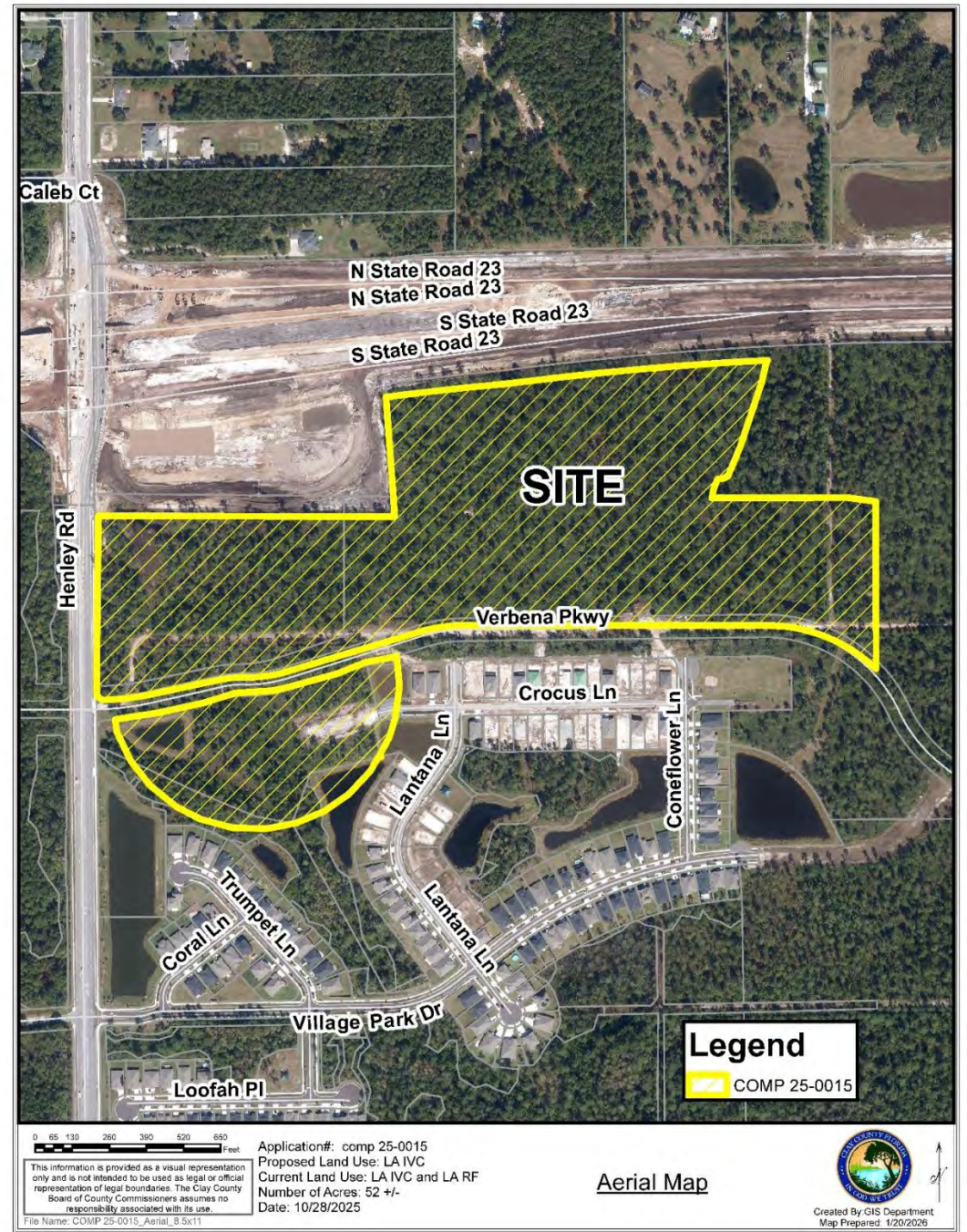
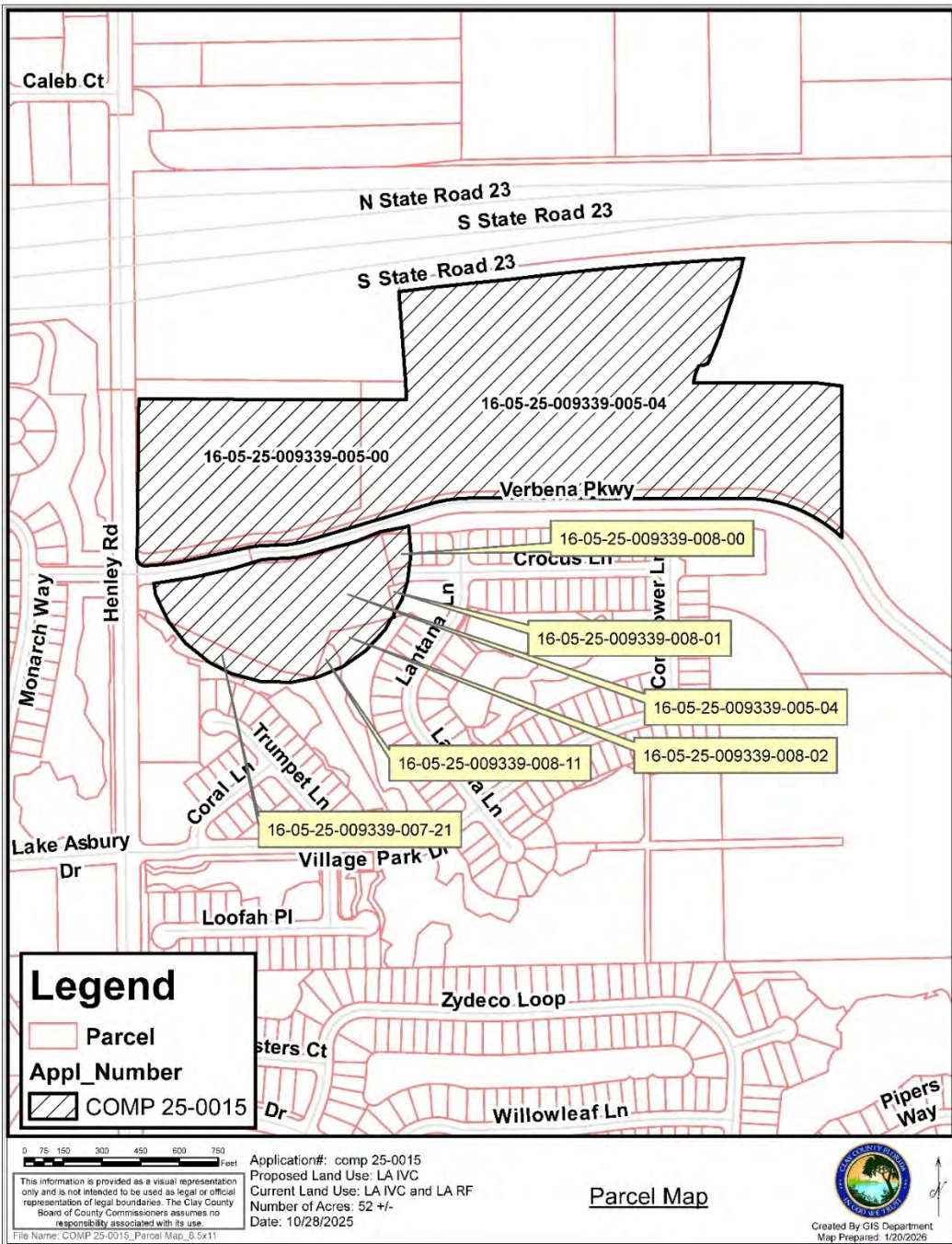


Application Information

Applicant: Susan Fraser (SLF Consulting, Inc.)
Location: East side of Henley Rd. and Verbena Pkwy.
Planning District: Lake Asbury/Penney Farms District
Commission District: 5 Commissioner Burke
Parcels: 16-05-25-009339-005-00 and 16-05-25-009339-005-04

- COMP 25-0015 includes both text and map components of the Lake Asbury Interchange Village Center (LA IVC) Future Land Use designation.
- ZON 25-0029 mirrors the LA IVC Zoning boundary after the LA IVC Future Land Use boundary.





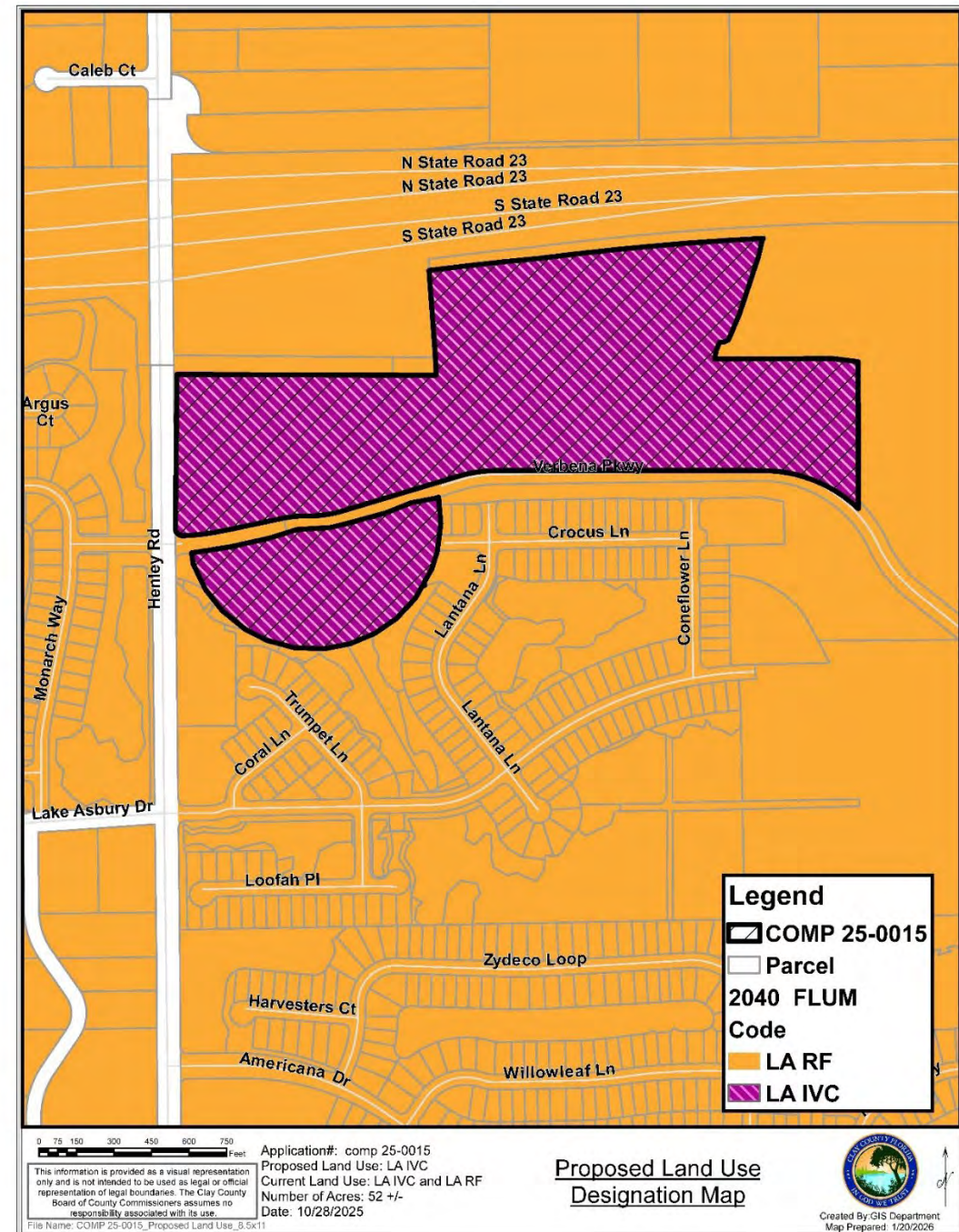
Proposed Changes

- Increase the total number of LA IVC acres allowed from 18.75 to 52 specifically for the LA IVC at this location.
- Reduce the minimum required acres for residential from 10% to 0%.
- Reduce the maximum required acres for residential from 50% to 30%.
- Amend the Future Land Use and Zoning Maps

Proposed Changes

| Interchange Village Center Land Use Sub-Category | Minimum Required (acres) | Maximum Permitted (acres) |
|--|--------------------------|---------------------------|
| Residential <u>at SR 16</u> | 10% | 50% |
| Residential <u>at CR 739</u> | 10% <u>0%</u> | 50% <u>30%</u> |
| Office | 10% | No Max |
| Commercial/Retail | 5% | 65% |
| Light Industrial <u>at SR 16</u> | 0% | No Max |
| Civic/Public Parks | 10% | No Max |

Amend the Future Land Use Map and the Zoning Map to clarify and increase the location of the LA IVC designation at CR 739 for a portion of two parcels.



Prior Action

On January 15, 2026, the Lake Asbury/Penney Farms CAC voted 7-1 to recommend approval of COMP 25-0015 and 8-0 to recommend approval of ZON 25-0029.

On February 3, 2026, the Planning Commission voted 5-0 to recommend approval of COMP 25-0015.

On February 24, 2026, the Board voted 4-0 to transmit COMP 25-0015 to the State for review.

On March 27, 2026, the Department of Commerce issued a letter indicating they had no comments regarding the changes proposed under COMP 25-0015.

Recommendations

COMP 25-0015

Staff finds that the criteria for the Comprehensive Plan Amendment have been met and recommends approval of COMP 25-0015.

ZON 25-0029

Staff finds that the criteria for the Rezoning have been met and recommends approval of ZON 25-0029.

Attachment
“C”
ZON-26-0006

Zoning Text Amendment:

ZON 26-0006

Board of County Commissioners
April 28, 2026



Amendment Summary

Applicant: Frank Miller (Gunster)

Location: Lake Asbury Master Plan and lands outside the Branan Field MP

This application is as amendment to the Land Development Code amending regulations in Article III and Article VII related to signage.

Background:

The applicant is proposing the creation of a “Master Sign Plan” approval process. This option would apply to projects meeting the definition of a “Unified Large-Scale Development”.

Unified Large-Scale Development means a comprehensive, master planned, multi-phase development incorporating a combination of residential, commercial, retail and/or office uses and consisting of not less than 2,000 acres.

Article III changes – Lake Asbury

Sec. 3-33B.C.I.14.f – Prohibited Signs

- i. Pole or pylon signs. (except as may be allowed as part of a Unified Large Scale Development Master Sign Plan under Art. VII, Sign Regulations);
- ii. ~~Billboards and off-premises signs;~~
- iii. Off-premises signs (except as may be allowed as part of a Unified Large Scale Development Master Sign Plan under Art. VII, Sign Regulations);

Sec. 3-33B.C.I.14.g – (NEW)

- a. Unified Large-Scale Development Signs. Signage for a project meeting the definition of a Unified Large-Scale Development under Art. VII, Sign Regulations of Clay County, Florida, shall be regulated by the provisions of that article.

Article VIII changes – Sec. 7-3 Definitions

(NEW) *Directional sign* means a sign lawfully installed within a road right-of-way that provides limited navigational guidance to motorists, bicyclists, or pedestrians by means of arrows, symbols, or minimal text indicating the location or direction of a geographic area, public facility, civic use, or legally permitted land use. For purposes of this code, a Directional Sign is regulated based on its location, physical characteristics, and function of conveying navigation, and not on the specific identity or category of the destination named. Directional signs may be located in the right-of-way only if approved as part of an MSP.

(NEW) *Gateway Feature Sign* means a sign structure located at the boundary of a geographic area depicted in a Master Site Plan and which is designed to establish or identify a geographic location. A Gateway Feature sign may include symbols and/or minimal text indicating the location of a geographic area. Gateway Features shall be located adjacent to or within the right-of-way of a public or private roadway which provides primary access to the area defined by the Master Site Plan.

Article VIII changes – Sec. 7-3 Definitions

(NEW) *Master Sign Plan (MSP)* means a unified signage plan that is governed by uniform design standards including location, size, height, design and physical characteristics of multiple signs within a defined geographic area under unified control.

(NEW) *Non-Residential Monument Sign* means a monument style sign structure that is located on a parcel with a non-residential zoning district designation.

(NEW) *Residential Monument Sign* means a monument style sign structure that is located on a parcel with a residential zoning district designation.

Article VIII changes – Sec. 7-3 Definitions

(New) Temporary Monument Sign means a monument style sign structure that is located on a parcel within an MSP, in place of, and prior to, construction of a permanent Residential or Non-Residential Monument Sign. Temporary Monument Signs must maintain a five-foot setback from all property lines, must be located outside of any traveled way or sight visibility triangle, and must be removed from a parcel upon construction of the permanent Monument Sign for that parcel.

(NEW) Unified Control means evidence that all property owners or leasehold interests within the area subject to an MSP have consented in a recorded agreement to all of the terms and provisions of the MSP and shall be entitled to all the MSP benefits and subject to all the MSP burdens.

(NEW) Unified Large-Scale Development means a comprehensive master planned, multi-phase development incorporating a combination of residential, commercial, retail and/or office uses and consisting of not less than 2,000 contiguous acres.

Article VIII changes – Sec. 7-35 Master Sign Plan

Submittal Requirements

- (1) A map showing the Master Sign Plan boundary and all signs
- (2) A sign schedule
- (3) Design standards
- (4) Documentation showing Unified Control of all parcels

Article VIII changes – Sec. 7-35 Master Sign Plan

| SIGNAGE TYPE | SIGN STRUCTURE HEIGHT | SIGN FACE AREA |
|--|-----------------------|----------------|
| Gateway Feature Sign | 15 feet | 150 sq.ft. |
| Non-Residential Monument Sign | 15 feet | 150 sq.ft. |
| Residential Monument Sign | 8 feet | 32 sq.ft. |
| Temporary Monument Sign (Resid. or Non-Resid.) | 8 feet | 32 sq.ft. |
| Directional Sign | 8 feet | 32 sq.ft. |

Lake Asbury Requirements:

| | | |
|-------------------------------|---------|------------|
| Office Complex Sign | 15 feet | 150 sq.ft. |
| Non-Residential Monument Sign | 12 feet | 150 sq.ft. |
| Residential Monument Sign | 12 feet | 32 sq.ft. |

Article VIII changes – Sec. 7-35 Master Sign Plan

Directional and Gateway Feature Signs shall:

- Contain no more than the minimum text necessary to identify the destination and convey direction or distance
- Not include commercial advertising, promotional language, or price information
- Be uniform in design, including size, color, materials, and typography, as established by the MSP standards

Article VIII changes – Sec. 7-35 Master Sign Plan

Directional Signs shall:

- Be separated by a distance of 2,000 feet
 - Within 1,000 feet of the intersection of a roadway classified as a collector or higher, there shall be no more than one Directional sign for each direction of travel

Gateway Feature Signs shall:

- Be placed and maintained only at the boundary of a geographic area depicted in an MSP.
- Be separated by a distance of no less than 1 mile.

Article VIII changes – Sec. 7-35 Master Sign Plan

Conditions of Approval

- A recorded agreement documenting Unified Control over the defined geographic area covered by the MSP.
- The MSP shall run with the land.
- All signs shall be installed and maintained in accordance with the approved plan.
- Any modification to sign location, size, or design shall require MSP amendment.
- Failure to maintain compliance may result in revocation of the MSP and removal of nonconforming signs under Art. VII.

Article VIII changes – Sec. 7-35 Master Sign Plan

Administrative Approval Process

The Director of Planning and Zoning may authorize variances of the code for signs in an MSP such as height or sign face area within certain limits.

| Signage Type | Waiver % |
|-------------------------------|----------|
| Gateway Feature | 10% |
| Non-Residential Monument Sign | 15% |
| Residential Monument Sign | 15% |

The review of the Master Sign Plan application shall be completed within fifteen business days and shall use the same content neutral criteria as the Board.

Signs which do not meet the MSP requirements for Administrative Approval may seek approval from the Board.

Article VIII changes – Sec. 7-35 Master Sign Plan

Board Approval Process

The Board of County Commissioners shall review the following:

- An MSP application upon which no decision is rendered, that is granted with conditions or modifications, or that is denied under the Administrative Process.
- Any MSP that does not include a means of Unified Control for all properties.
- Any sign removed from an MSP through the administrative approval process as greater in height, size or sign face area than is permitted.

The Board's review shall be based on the same content neutral criteria as the Administrative review.

Article VIII changes – Sec. 7-35 Master Sign Plan

Amendment Process

An MSP may be amended to add or delete any sign or any property from the boundaries of the Master Sign Plan.

In no case shall an MSP boundary be reduced below the minimum threshold required for a Unified Large-Scale Development.

Any sign on a parcel of land that is removed from an MSP, which does not meet the requirements of Article VII at the time the parcel is removed from the MSP, shall be brought into compliance with the requirements of Article VII within 180 days or removed from the parcel.

An MSP shall be amended in the same manner as an original application.

Prior Action

On April 7, 2026, the Planning Commission heard this item and voted 4-1 to recommend approval of this item with the changes listed by Staff.

On April 9, 2026, the Lake Asbury/Penney Farms Citizen Advisory Committee heard this item and voted 6-0 to recommend approval of the item.

Recommendation

ZON 26-0006

Staff finds that the criteria for the Zoning Amendment have been met and recommends approval of both ordinances under ZON 26-0006.

Attachment

“D”

COMP-26-0004

ZON-26-0005

Small Scale Comprehensive Plan Future Land Use Map
Amendment:

COMP 26-0004

Rezoning Application:

ZON 26-0005

Planning Commission
heard item April 7, 2026



Application Information

Applicant: Luke Marlar (FNC Homes, Inc.)

Location: 4538 Mayflower Street

Planning District: Middleburg/Clay Hill District

Commission District: 4 Commissioner Condon

Parcel: 16-05-24-005954-163-00

- COMP 26-0004 would change the Future Land Use (FLU) designation from Commercial (COM) to Rural Residential (RR).
- ZON 26-0005 would change the zoning from Neighborhood Business District (BA) to Rural Estates District (AR-2).

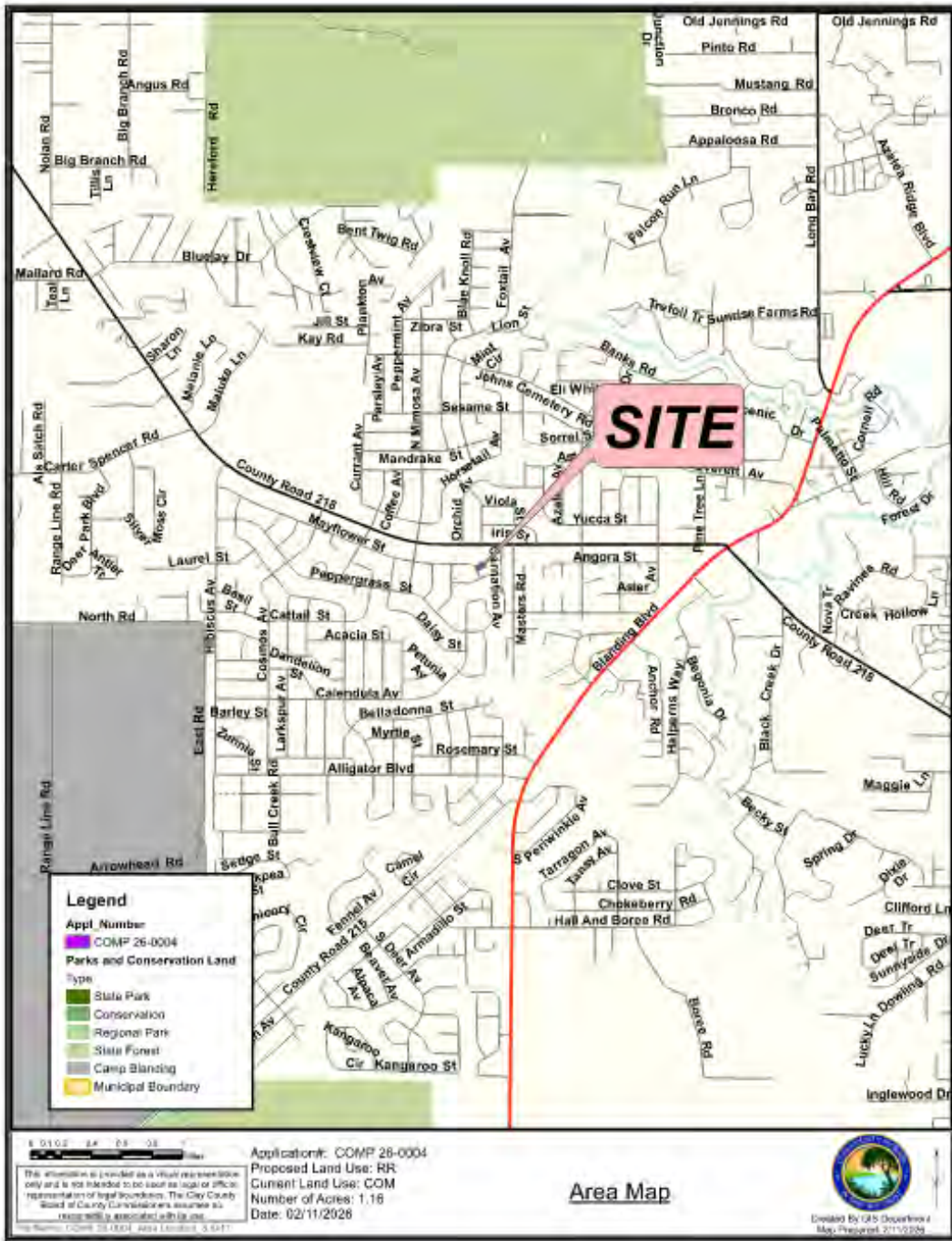


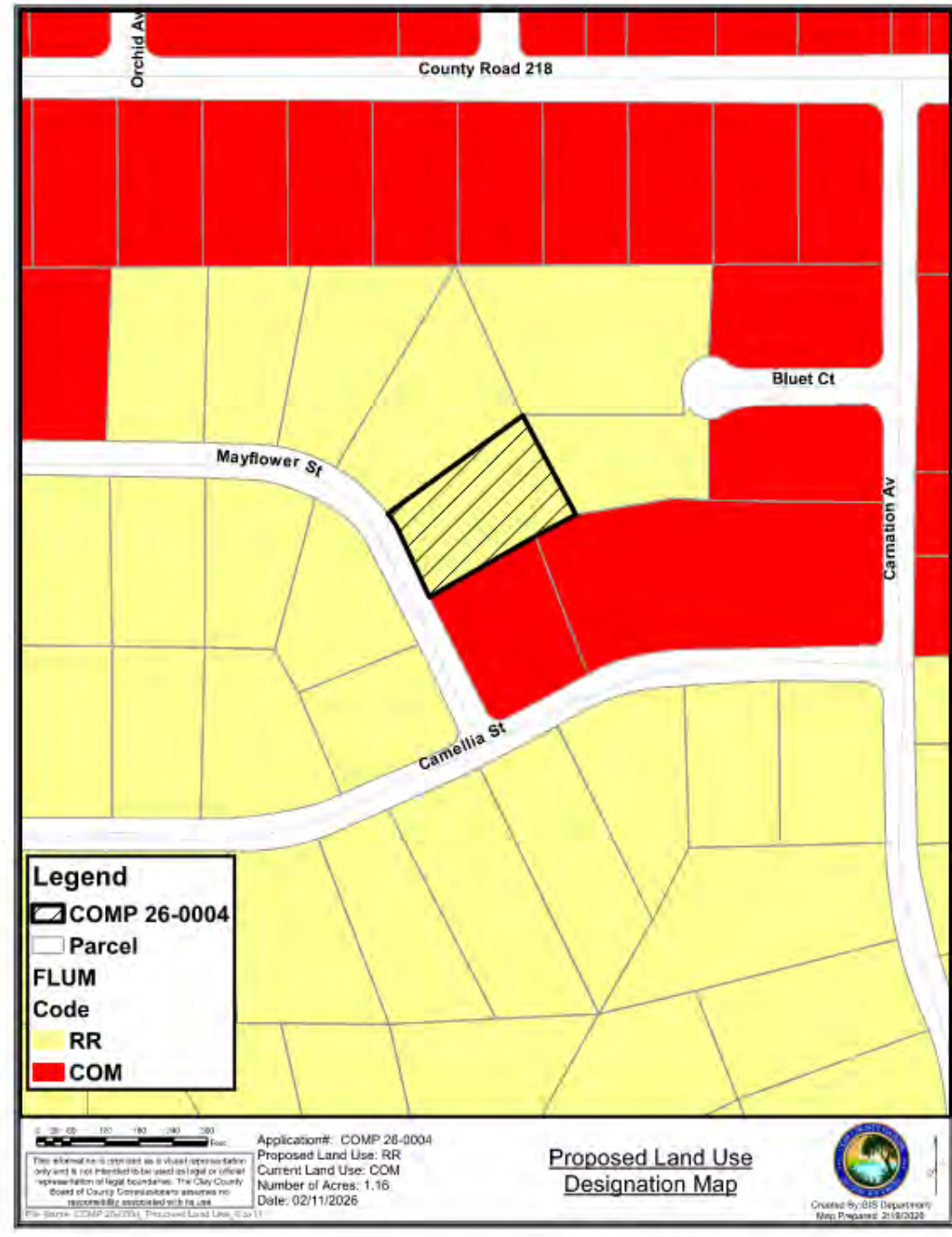
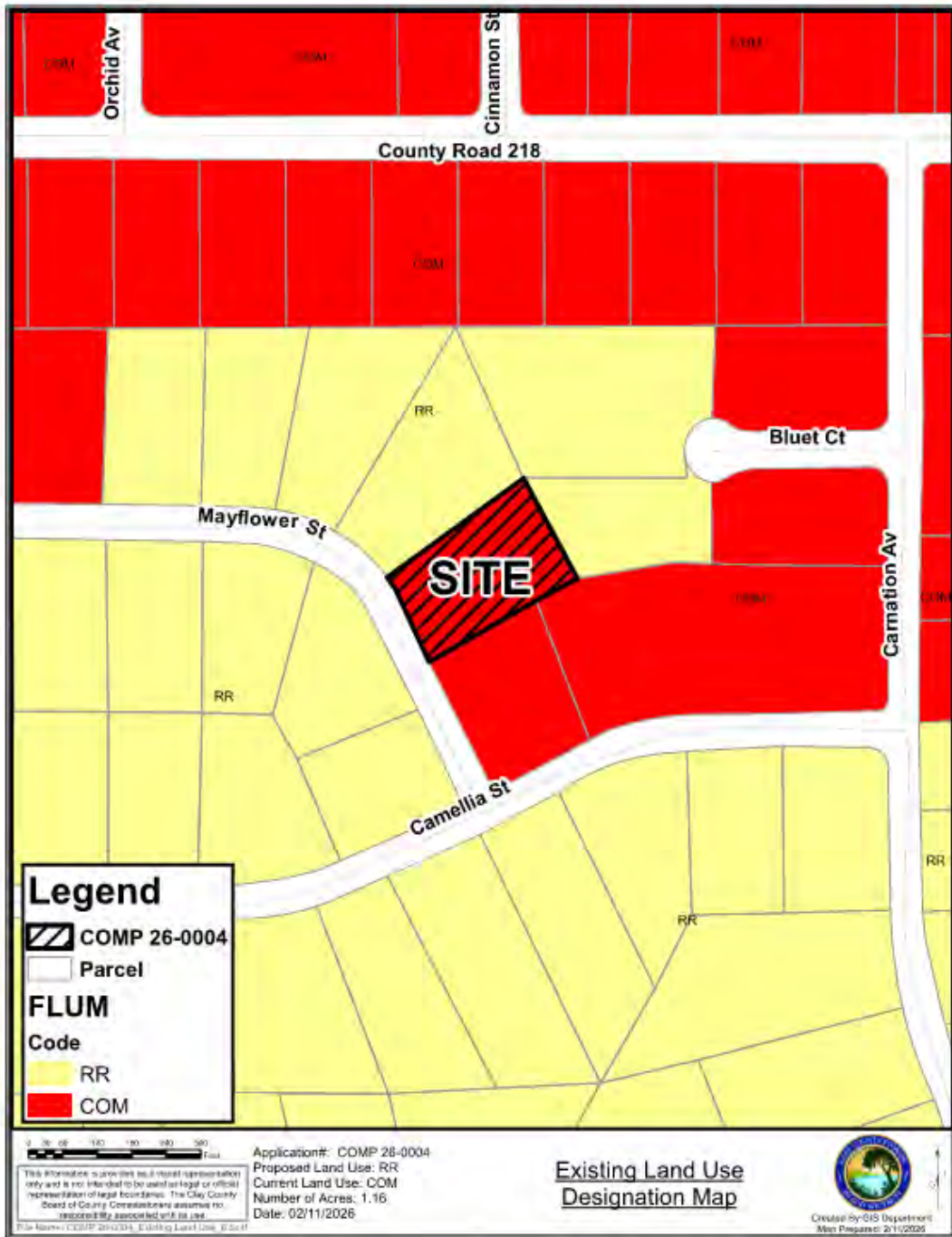
350' Parcel Notifications Map
COMP 26-0004

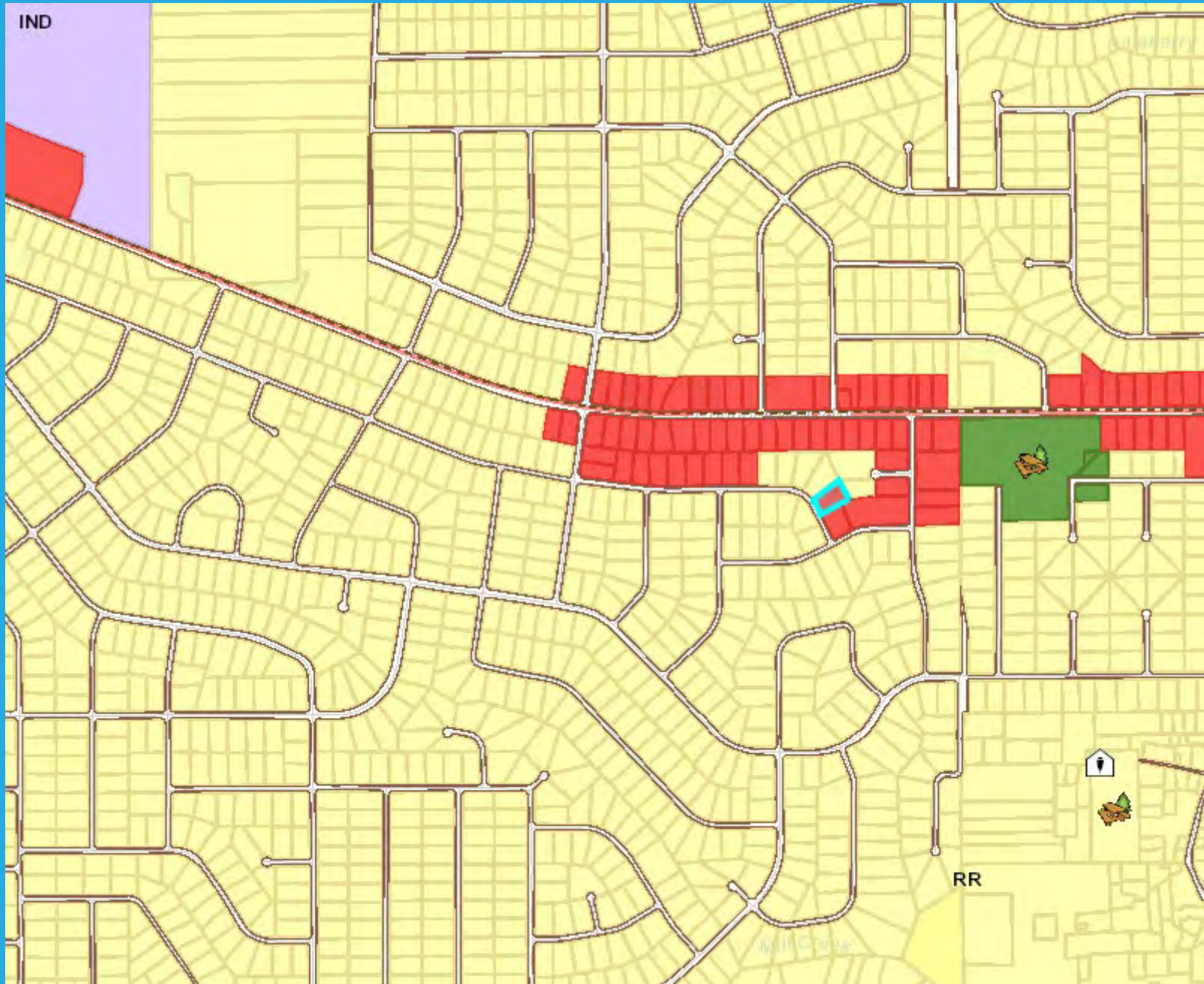


| Name | Address1 | City | Stat | ZipCode |
|--------------------------------|-------------------------------|----------------|------|-----------|
| All American Electrical Co Inc | 1706 Amberly Dr | Middleburg | FL | 320683846 |
| Allen Aubree E Et Al | 4542 Mayflower St | Middleburg | FL | 320685323 |
| Big Branch Tree Service Inc | 5184 Carter Spencer Rd | Middleburg | FL | 320684507 |
| Colvin Glen | 4517 Bluet Ct | Middleburg | FL | 320685308 |
| Colvin Linda C | 4517 Bluet Ct | Middleburg | FL | 320685308 |
| FNC Homes Inc | 13245 Atlantic Blvd, Ste 4332 | Jacksonville | FL | 322257121 |
| Gray Peter L | 4541 Mayflower St | Middleburg | FL | 320685351 |
| Hall Douglas E | 4546 Mayflower St | Middleburg | FL | 320685323 |
| Hoang Trinh Et Al | 147 Greeves Rd | New Hampton | NY | 109583925 |
| Imrie George J | 4556 Mayflower St | Middleburg | FL | 320685323 |
| Jenkins Lance C | 4511 Bluet Ct | Middleburg | FL | 320685308 |
| Long Justin Ryan | 4539 Camellia St | Middleburg | FL | 320685315 |
| March Christopher Earle Colby | 4531 Camellia St | Middleburg | FL | 320685315 |
| McCarthy Evan Vincent | 4523 Camellia St | Middleburg | FL | 320685315 |
| McNiel Mary EL/E | 4530 Mayflower St | Middleburg | FL | 320685323 |
| Morey Helen F | 4550 Mayflower St | Middleburg | FL | 320685323 |
| Pannell Timothy M | 4549 Mayflower St | Middleburg | FL | 320685351 |
| Price William | 4921 Alfalfa St | Middleburg | FL | 320685455 |
| Renfro Ernest H | 4385 County Road 218 | Middleburg | FL | 320684876 |
| Roberts Karen S | 4540 Camellia St | Middleburg | FL | 320685314 |
| ROSS ALZIE G TRUSTEE | 4900 ADRA COURT | FLEMING ISLAND | FL | 32003 |
| Sims Patricia A EL/E | 4555 Mayflower St | Middleburg | FL | 320685351 |
| Tegland Barbara J | 4550 Camellia St | Middleburg | FL | 320685314 |









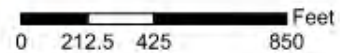


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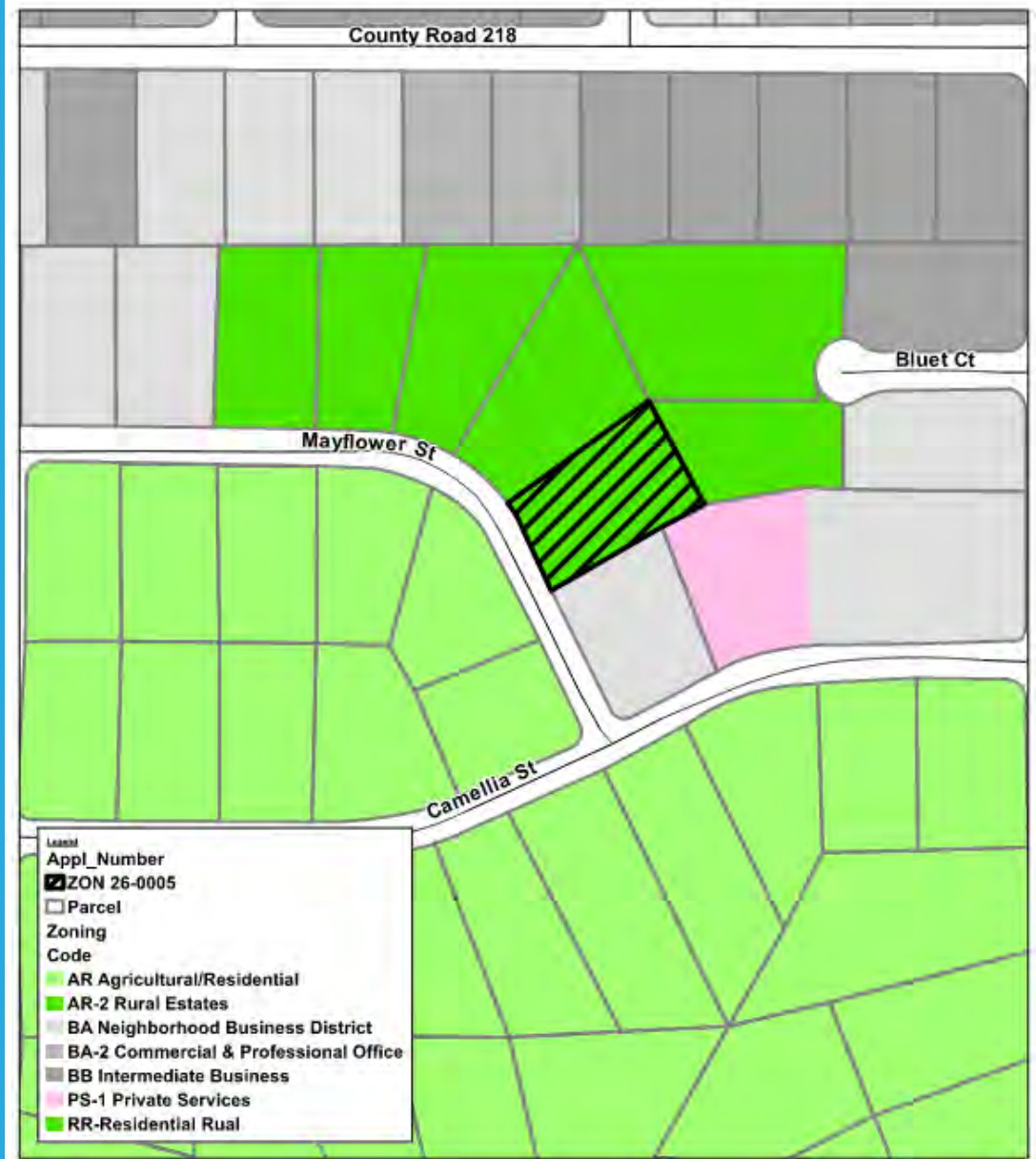
Appl_Number
 ZON 26-0005
 Parcel

Zoning

- AR Agricultural/Residential
- AR-2 Rural Estates
- BA Commercial & Professional Office
- BA-2 Commercial & Professional Office
- BB Intermediate Business
- BB-4 Heavy Business District
- PO-2 Public Ownership
- PS-1 Private Services
- PS-4 Private Services



Existing Zoning
Rezoning: ZON 26-0005
BA



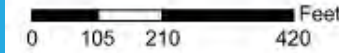
Legend

Appl_Number
 ZON 26-0005
 Parcel

Zoning

Code

- AR Agricultural/Residential
- AR-2 Rural Estates
- BA Neighborhood Business District
- BA-2 Commercial & Professional Office
- BB Intermediate Business
- PS-1 Private Services
- RR-Residential Rual



Proposed Zoning
Rezoning: ZON 26-0005
from BA to AR-2



Recommendations

On March 16, 2026, the Middleburg/Clay Hill CAC voted 6-0 to recommend approval of both applications.

On April 7, 2026, the Planning Commission voted 6-0 to recommend approval of both applications.

COMP 26-0004

Staff finds that the criteria for the Comprehensive Plan Amendment have been met and recommends approval of COMP 26-0004.

ZON 26-0005

Staff finds that the criteria for the Rezoning have been met and recommends approval of ZON 26-0005.

Attachment
“E”
ZON-26-0004

Rezoning Application:
ZON 26-0004

Planning Commission
hear item April 7, 2026



Application Information

Applicant: First Coast Energy, LLP
Jason Gabriel (Burr & Forman, LLP) Agent

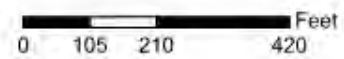
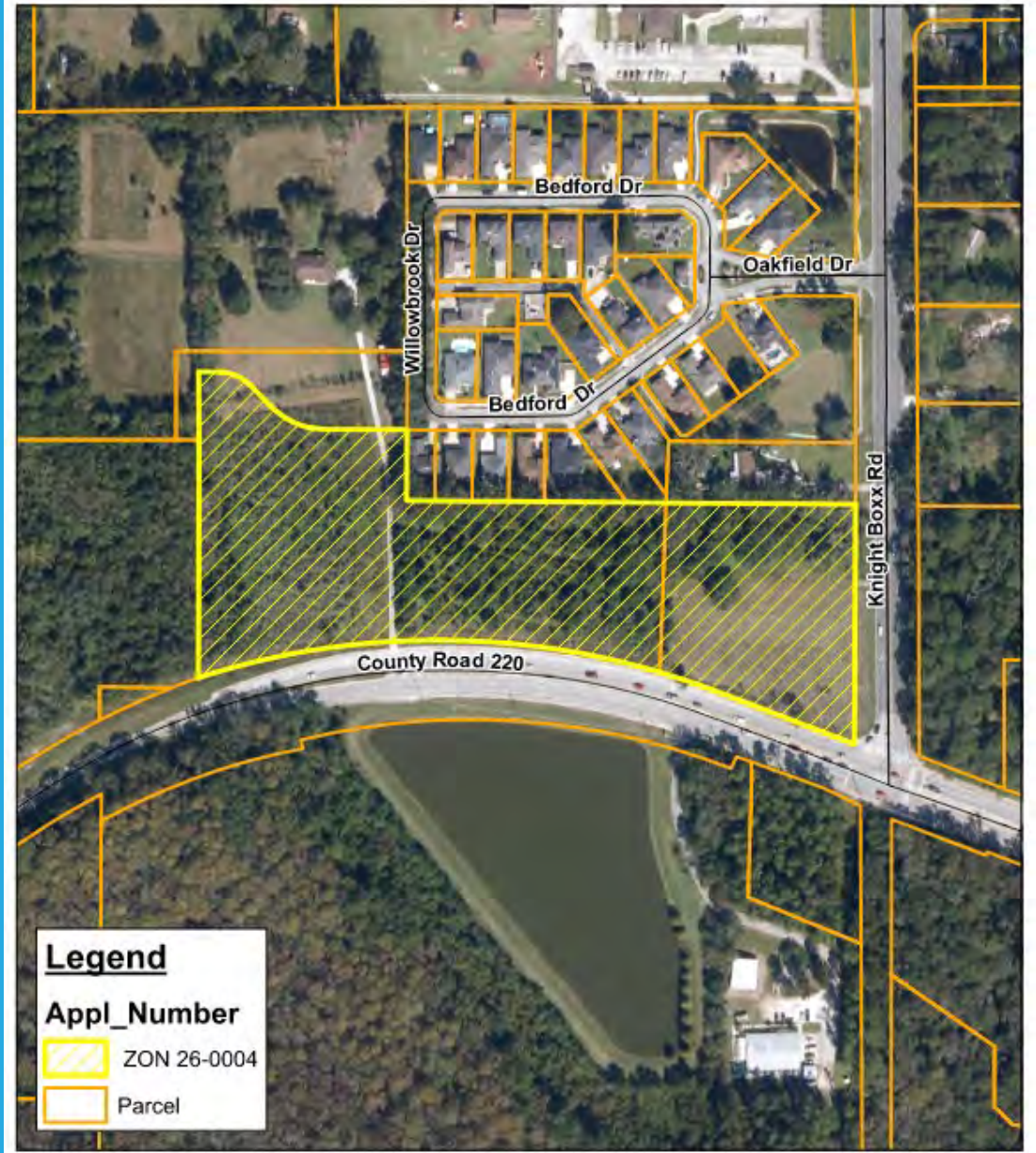
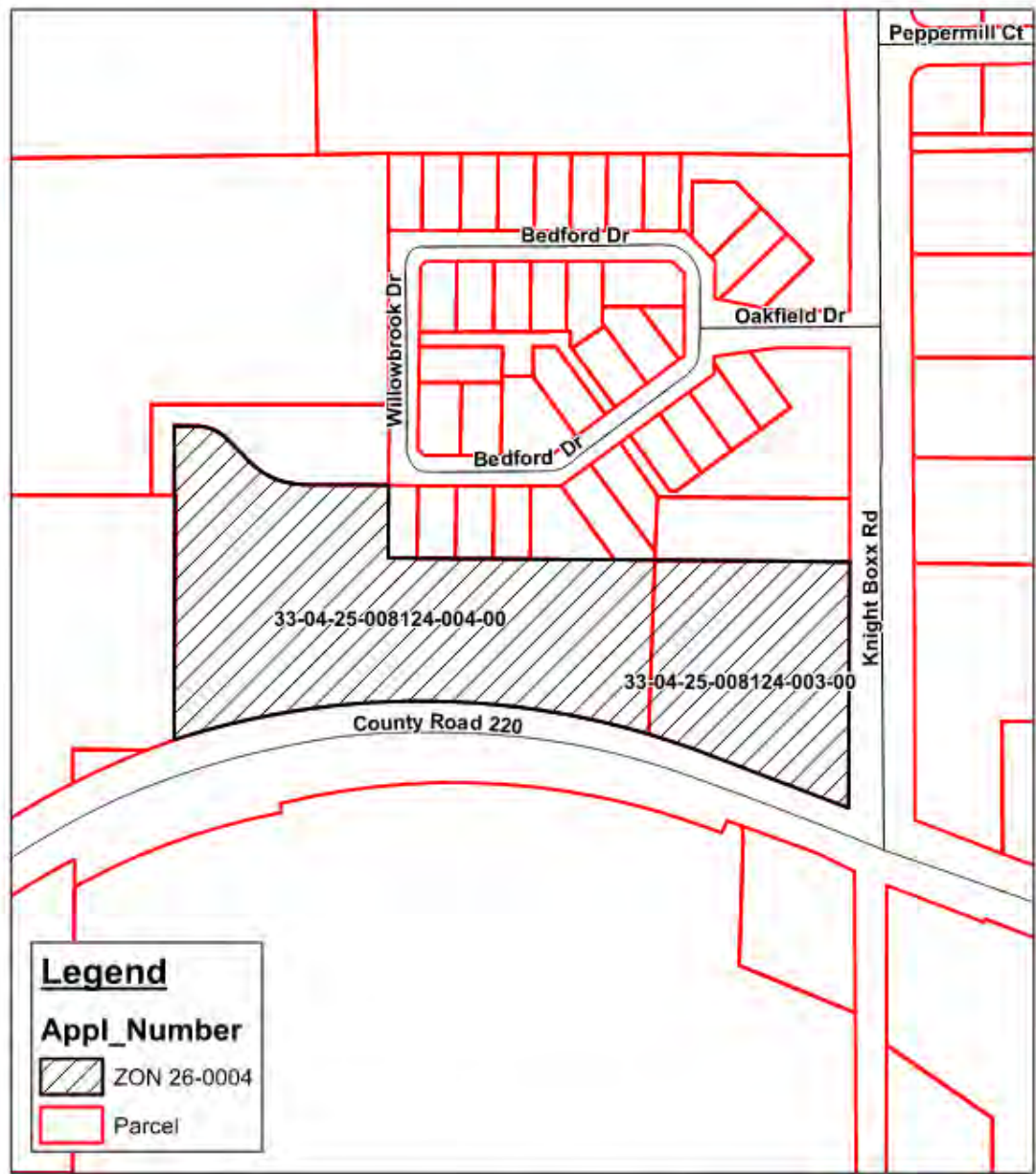
Location: 240 Knight Boxx Road

Planning District: OakLeaf Branan-Ridge

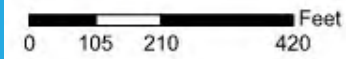
Commission District: 5 Commissioner Burke

Parcels: 33-04-25-008124-003-00 and 33-04-25-008124-004-00

- ZON 26-0004 seeks to rezone approximately 8.36 acres from AR (Agricultural/Residential) to BB-2 (Community Business District).
- In 2003, the FLU was amended to Commercial via Ord. 2003-59.
- Proposed use would be a Daily's Convenience Store with gas station pumps and car wash.

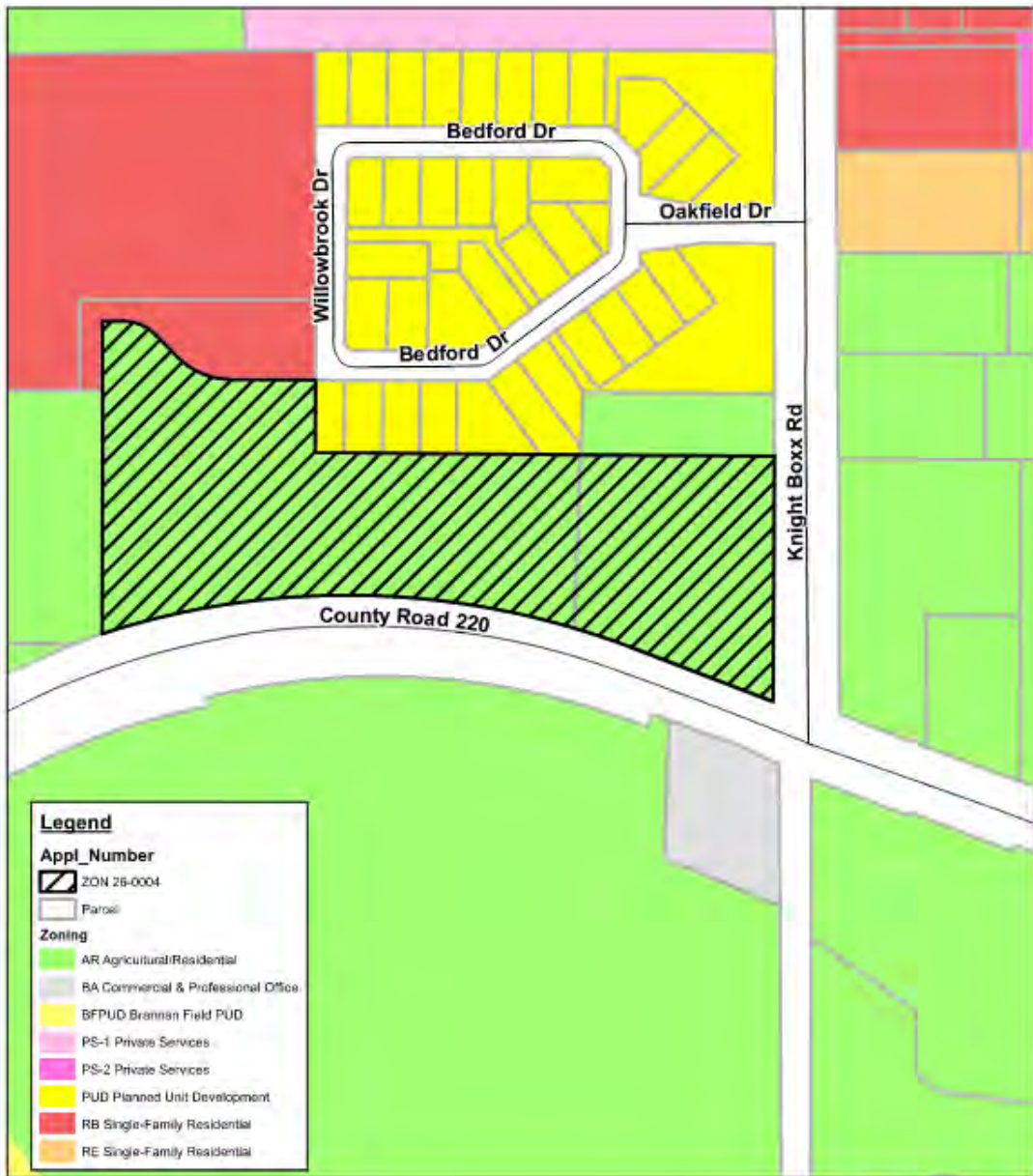


Rezoning: ZON 26-0004
Parcel Map



Rezoning: ZON 26-0004
from AR to BB-2





Legend

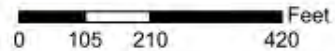
Appl_Number

ZON 26-0004

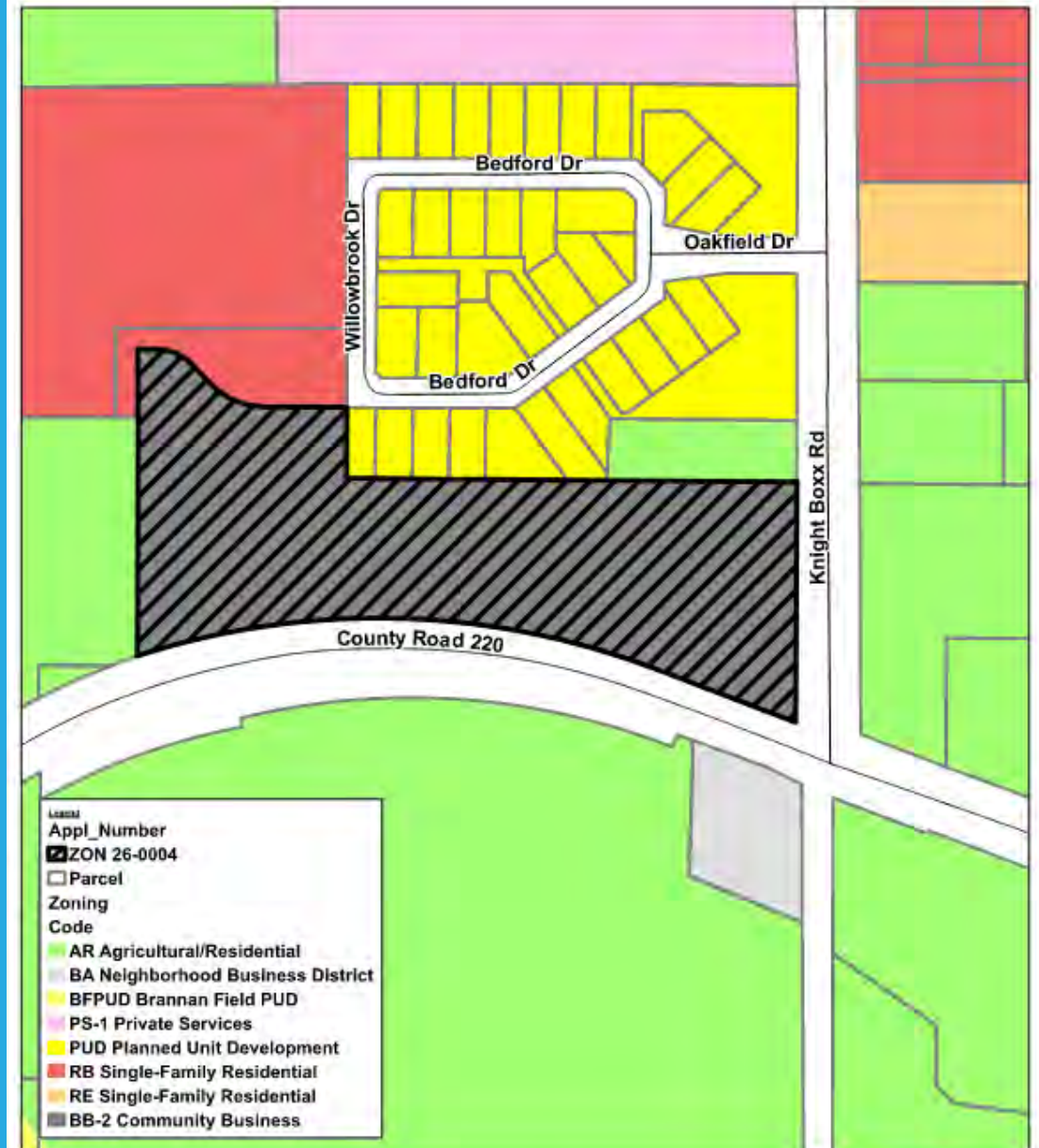
Parcel

Zoning

- AR Agricultural/Residential
- BA Commercial & Professional Office
- BFPUD Brannan Field PUD
- PS-1 Private Services
- PS-2 Private Services
- PUD Planned Unit Development
- RB Single-Family Residential
- RE Single-Family Residential



Existing Zoning
Rezoning: ZON 26-0004
from AR to BB-2



Legend

Appl_Number

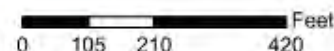
ZON 26-0004

Parcel

Zoning

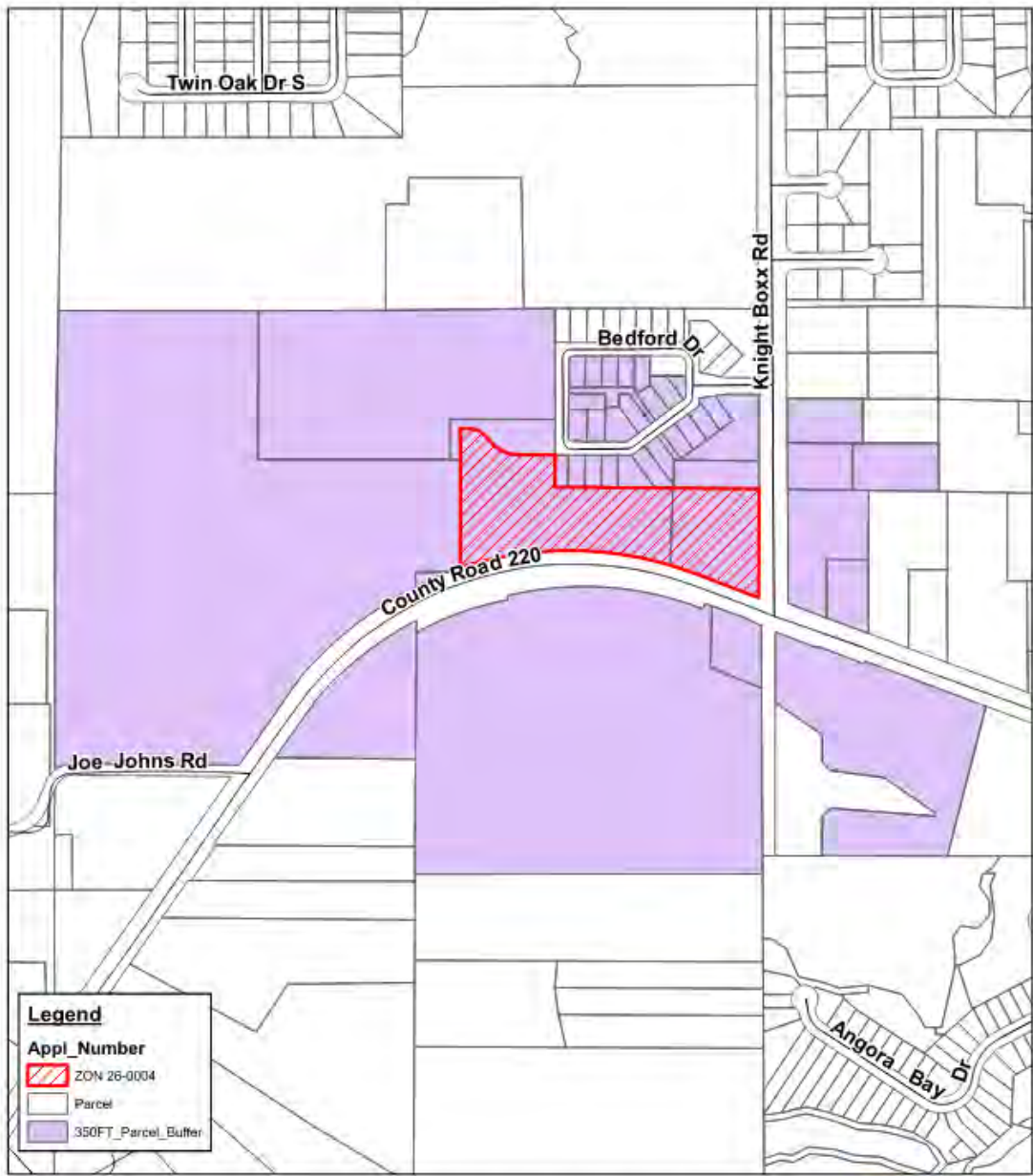
Code

- AR Agricultural/Residential
- BA Neighborhood Business District
- BFPUD Brannan Field PUD
- PS-1 Private Services
- PUD Planned Unit Development
- RB Single-Family Residential
- RE Single-Family Residential
- BB-2 Community Business

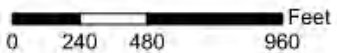


Proposed Zoning
Rezoning: ZON 26-0004
from AR to BB-2





350' Parcel Notifications Map
ZON 26-0004



Recommendations

On March 2, 2026, the OakLeaf Branan-Ridge CAC voted 5-0 to recommend approval.

On April 7, 2026, the Planning Commission voted 3-2 to recommend approval of ZON 26-0004.

ZON 26-0004:

Staff finds that the criteria for the Rezoning application have been met and recommends approval of ZON 26-0004.

Attachment

“F”

Applicants Hand-Out

ZON-26-0004

Comprehensive Plan Consistency

The FLU has been Commercial (COM) since 2003 — the zoning simply never caught up.

Policy 1.3.1(h)

Commercial designation at major intersections. CR 220 & Knight Boxx are collector roads — exactly where the Plan contemplates commercial nodes.

Anti-Strip Commercial

Plan requires commercial nodes, not strips. This compact 8.37-acre intersection node is the antithesis of strip commercial.

Objective 1.2 — No Sprawl

Directs growth where public facilities exist. This intersection is in an established area already served by infrastructure.

Policy 1.2.7 — Paved Access

Commercial development must have continuous paved access. Both CR 220 and Knight Boxx Road are paved collector roads.

BB-2 Built-In Protections

LDC Addresses / Memorializes Performance Standards that have to be met or exceeded

| Concern | LDC Requirement (Sec. 3-26.1) |
|----------------|---|
| Sound | (e)(8): No outside amplification of sound permitted which can be heard off-site. Zero-tolerance standard. |
| Lighting | (e)(6): Artificial lighting shall be directed away from adjacent residential or agricultural districts. |
| Visual Buffers | (e)(9): 10-ft landscaped area, 6-ft opaque barrier, trees 30 ft on center. Post-2003: Article VI standards apply. |
| Setbacks | (e)(1): Minimum 25-ft side setback from residential/agricultural; 25-ft rear from residential. |
| Refuse | (e)(5): No garbage within 30 ft of residential line. Must be containerized and screened. |
| Nuisance Uses | (d)(2): Any use creating offensive noise, odor, smoke, dust, fumes, vibration or light is prohibited. |
| Intensity | (e)(7): Maximum 40% FAR limits building mass and site coverage. |

These are mandatory, enforceable requirements — not voluntary commitments.

Multi-Layered Review Process

Seven layers of review before a single shovel hits the ground

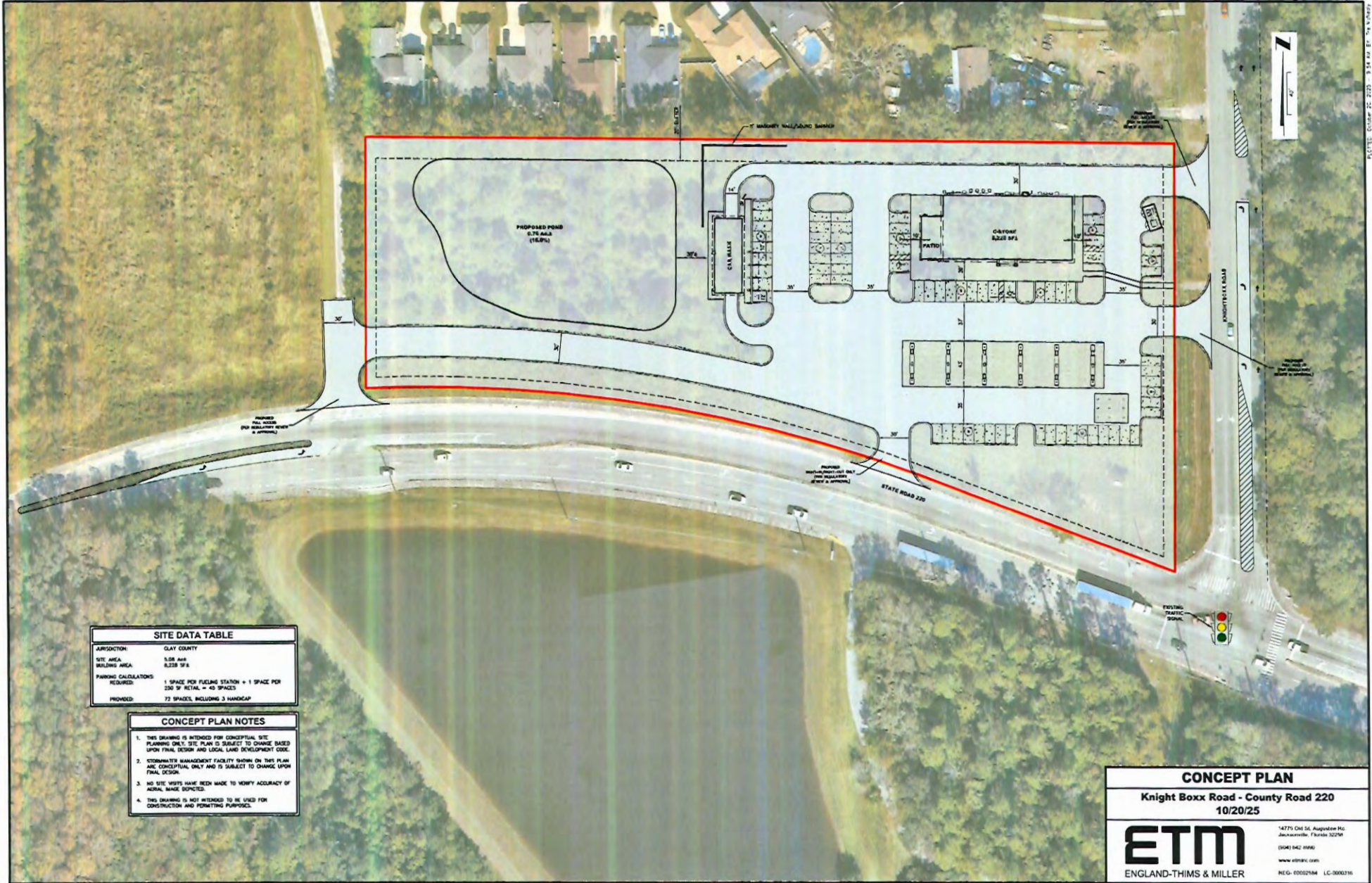


Staff Analysis — All Criteria Met

| Criterion | Finding |
|---|--|
| (a) Isolated district? | No — Consistent with 2003 COM FLU |
| (b) Illogical boundaries? | No — Follows FLUM at two collector roads |
| (c) Changed conditions? | Yes — FLU changed 2003, zoning never updated |
| (d) Usable under current zoning? | Yes, but inconsistent with COM FLU |
| (e) Compatible with Comp Plan? | Yes — Supports COM FLU intent |
| (f) Current zoning serves public purpose? | No — AR serves no purpose under COM FLU |
| (g) Status quo reasonable? | No — Prevents COM-consistent development |
| (h) Adequate supply? | Serves immediate residential needs |

STAFF RECOMMENDS APPROVAL OF ZON 26-0004

Attachment
“G”
Site Plan
ZON-26-0004



| SITE DATA TABLE | |
|-----------------------|---|
| JURISDICTION: | CLAY COUNTY |
| SITE AREA: | 5.08 ACS |
| BUILDING AREA: | 8,228 SF |
| PARKING CALCULATIONS: | |
| REQUIRED: | 1 SPACE PER FUELING STATION + 1 SPACE PER 250 SF RETAIL = 43 SPACES |
| PROVIDED: | 72 SPACES, INCLUDING 3 HANDICAP |

- CONCEPT PLAN NOTES**
1. THIS DRAWING IS INTENDED FOR CONCEPTUAL SITE PLANNING ONLY. SITE PLAN IS SUBJECT TO CHANGE BASED UPON FINAL DESIGN AND LOCAL LAND DEVELOPMENT CODE.
 2. STORMWATER MANAGEMENT FACILITY SHOWN ON THIS PLAN ARE CONCEPTUAL ONLY AND IS SUBJECT TO CHANGE UPON FINAL DESIGN.
 3. NO SITE VISITS HAVE BEEN MADE TO VERIFY ACCURACY OF AERIAL IMAGE SPOTS.
 4. THIS DRAWING IS NOT INTENDED TO BE USED FOR CONSTRUCTION AND PERMITTING PURPOSES.

CONCEPT PLAN
Knight Boxx Road - County Road 220
 10/20/25

ETM
 ENGLAND-THIMS & MILLER

14775 Old St. Augustine Rd.
 Jacksonville, Florida 32208
 (904) 642-0990
 www.etmnc.com
 REG. 0002944 LC-3000316

PROJECT: COUNTY 22, 2025, 3.14.25 8:17 AM, 10/20/25

**Attachment
“H”
CRA Update**

City of Green Cove Springs

CRA



City of Green
Cove Springs

Community Redevelopment Agency (CRA)

**COMMERCIAL AND
RESIDENTIAL GRANTS
AVAILABLE!**

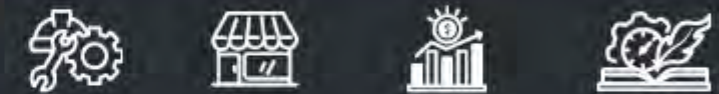


WHAT IS THE CRA?

The CRA reinvests local tax dollars into a designated area to improve buildings, support businesses, and promote community growth. The CRA is an investment in the community.

WHAT DOES THE CRA DO?

By reinvesting tax dollars into the designated area of our community, the CRA can:



- ✓ Renovate building facades
- ✓ Enhance Street Landscaping
- ✓ Attract New Businesses
- ✓ Boost Property Values
- ✓ Preserve Historic Character

LEARN MORE



Grant Program: Apply for a CRA grant to help restore your commercial or residential property and encourage growth in our community!

Scan the QR code to learn more.

Boundary Map



Info

CRA Board Members

Heather Boucher
Chair

Andrea
Vallencourt
Vice Chair



Dr. Kristen Burke

Van Roy

Mitch Timberlake

The Hotel Era



The Clarendon
Hotel



The Oakland
Hotel



The Qui-Si-Sana
Hotel



The Muldrow
Hotel

Improvement Assistance Grant

- Program started Fall 2025 with 3 applications
- 2nd application period opens May 1
- Up to \$10,000
- Minimum 30% matching

COMMUNITY REDEVELOPMENT AGENCY GRANT PROGRAM

The Community Redevelopment Agency (CRA) is pleased to announce that the CRA Improvement Assistance Grants are now available. The program is designed to support the rehabilitation and remodeling of commercial property exteriors, helping to enhance the appearance, vitality and the overall development of the City of Green Cove Springs.

A minimum of 2 or more of the following allowed improvements:

Facade Improvements

Landscaping

Signage

Awnings

Impact Resistant Windows

Parking Lot Improvements

Exterior Painting and Repair



TIMELINE FOR SUBMISSIONS: MAY 1, 2026 TO MAY 31, 2026

For more information, scan the QR Code above or contact Development Services at 904-297-7500 or lwalsh@greencovesprings.com.

904-297-7500

greencovesprings.com

CRA Board

- Deciding on design
- Finding quality pictures

Utility Box Wraps

FDOT

- Approving Designs
- Maintenance Agreement

CLOSING REMARKS

Helpful Links



[CRA Webpage](#)



[The Hotel Era](#)











BCC Meeting Minutes and Attachments April 28, 2026 BCC#5

Final Audit Report

2026-05-19

| | |
|-----------------|---|
| Created: | 2026-05-15 |
| By: | Lisa Osha (Lisa.Osha@claycountygov.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAM4tseQwxMDHAGx36oGoESwRlp-Cx_g3 |

"BCC Meeting Minutes and Attachments April 28, 2026 BCC#5" History

-  Document created by Lisa Osha (Lisa.Osha@claycountygov.com)
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-  Document emailed to clayesign@claycountygov.com for signature
2026-05-15 - 2:44:26 PM GMT
-  Email viewed by clayesign@claycountygov.com
2026-05-15 - 2:44:38 PM GMT
-  Signer clayesign@claycountygov.com entered name at signing as Kristen T. Burke DC
2026-05-18 - 7:30:05 PM GMT
-  Document e-signed by Kristen T. Burke DC (clayesign@claycountygov.com)
Signature Date: 2026-05-18 - 7:30:07 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
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2026-05-18 - 7:30:10 PM GMT
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2026-05-19 - 1:11:16 PM GMT
-  Signer bccdocs@clayclerk.com entered name at signing as Tara S. Green
2026-05-19 - 1:11:42 PM GMT
-  Document e-signed by Tara S. Green (bccdocs@clayclerk.com)
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