



**Downtown Development Review Board (DDRB) Meeting
Hybrid Virtual / In-Person Meeting**

Thursday, February 8, 2024, 2:00 p.m.

MEETING MINUTES

Board Members (BMs) Present: M. Brockelman (Chair); L. Ott (Vice Chair); G. Monahan (Secretary); J. Berling; E. Davis; and J. Loretta

Board Members Excused: C. Dawson; F. Jones; and T. Lee

DIA Staff Present: Susan Kelly, Redevelopment Coordinator; Guy Parola, Director of Operations; and Ava Hill, Administrative Assistant

Office of General Counsel: Carla Lopera, Esq.

I. CALL TO ORDER

Board Chair Brockelman called the meeting to order at **2:00 p.m.**

II. ACTION ITEMS

A. APPROVAL OF THE JANUARY 11, 2024 DDRB REGULAR MEETING MINUTES

The Chair asked for a motion regarding the January 11th meeting minutes. Board Member Ott made a motion to move the meeting minutes, and Board Member Davis seconded the motion.

The January 11, 2024 meeting minutes were approved, 5-0.

B. DDRB APPLICATION 2024-002: TRUIST BANK SPECIAL SIGN EXCEPTION

Chairperson Brockelman opened the public hearing. Susan Kelly with the DIA gave the staff report, recommending approval of DDRB Application 2024-002, which is for one (1) internally illuminated monument sign, along the Mary Street frontage of the structure with address 1200 Riverplace Boulevard.

(Board Member Berling arrives.)

Seeing no questions from the Board to staff, the Chair asked for the applicant's presentation. Jennifer Ronneburger with Go Permit, provided information regarding the proposed monument sign and stated that she would be happy to answer questions. Board Member Loretta asked the applicant about the specific location of the monument sign, particularly in relationship to the drive-aisle that divides the block.

The Chair asked for public comment. Seeing none, he closed the public hearing.

Seeing no further questions for the applicant and no public comment, the Chair asked for a motion. Board Member Monahan moved to approve DDRB Application 2024-002, per Staff's recommendation. Board Member Loretta provided a second. Board discussion was favorable.

Seeing no further discussion, the Chair called for a vote.

DDRB Application 2024-002 was approved, with a vote of 6-0.

C. ORDINANCE 2024-039: AMENDMENTS TO CHAPTER 656

The Chair provided background as to the reason for the legislation, that being Mayor Deegan's call to identify low-hanging inefficiencies within the development process.

Ms. Kelly provided a staff report and went through each amendment separately, asking for questions throughout her presentation.

With regards to exempting historic structures from a Conceptual Review, Board Member Monahan asked if the project would need to go back to Historic Preservation if DDRB placed any conditions on the application. Ms. Kelly and Ms. Lopera replied that was possible, but not likely given the specific scopes of review for each board.

Board Member Loretta asked about the required submittal package for a review of capital projects. Mr. Parola answered that the submittal package is expected to be the same as any other Conceptual Review package. Board Member Davis asked what types of capital projects would come before the Board; for example, restriping projects. Mr. Parola commented that only CIP projects would come before the Board, and that the intent is not to bring maintenance projects to the Board. Board Member Davis requested that a definition, or further clarification, be provided, and Mr. Parola agreed.

Seeing no additional questions from Board Members, the Chair asked for public comment. Nancy Powell from Scenic Jacksonville asked for specifics regarding which capital projects would qualify for review.

Seeing no further public comment, Chairperson Brockelman asked for a motion to move the item. A motion was made by Board Member Monahan to recommend approval of Ordinance 2024-039. Board Member Berling seconded the motion.

The Chair opened the floor for Board comments. Board comments were favorable. Board Members Ott and Davis requested that the definition of capital projects be clarified to specify what would qualify for a DDRB review. Staff agreed, and Mr. Parola said that the goal is not to bring every stormwater project, but rather to bring projects that would result in a change to the traffic pattern or design projects like the one planned for Flagler Street.

The DDRB recommended approval of Ordinance 2024-039 in a vote of 6-0.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Chairperson Brockelman acknowledged the service of former Board Members Bill Schilling and Christian Harden, with resolutions for each. Both resolutions were moved by Board Member Monahan with a second from Board Member Loretta.

Both resolutions, 2024-01-01 for Bill Schilling and 2024-01-02 for Christian Harden were passed with a vote of 6-0.

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

There being no further business, Chairperson Brockelman adjourned the meeting at approximately **2:35 p.m.**

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments for this meeting, a recording or transcript is available upon request. Please contact Susan Kelly at 904-255-5307 or ksusan@coj.net.