Downtown Development Review Board (DDRB) Meeting
Hybrid Virtual / In-Person Meeting
Thursday, January 8, 2026, 2:00PM

MEETING MINUTES

Board Members Present: Linzee Ott (Chair), Matt Brockelman, Kevin Craig, Peter Deiuliis, Frederick Jones

DIA Staff Present: Van Christiansen (DIA Redevelopment Coordinator), Ava Hill (DIA Administrative Assistant)

City Council: The Honorable Chris Miller

Office of General Counsel: Cherry Pollock

Office of the Mayor: Bill Delaney

I. CALL TO ORDER

Chair Ott called the meeting to order at **2:02 p.m.** and confirmed quorum**.**

II. ACTION ITEMS

A. FEBRUARY 13, 2025 DOWNTOWN DEVELOPMENT REVIEW BOARD (DDRB) REGULAR MEETING MINUTES APPROVAL

Board Chair Ott called for a motion on the meeting minutes.

Motion: Member Brockelman moved to approve the meeting minutes.
Seconded: Member Deiuliis seconded the motion.

B. DECEMBER 11, 2025 DOWNTOWN DEVELOPMENT REVIEW BOARD (DDRB) REGULAR MEETING MINUTES APPROVAL

Board Chair Ott called for a motion on the meeting minutes.

Motion: Member Jones moved to approve the meeting minutes.
Seconded: Member Brockelman seconded the motion.

Vote: **Aye: 5** **Nay: 0** **Abstain: 0**

C. DDRB APPLICATION 2025-007 – INDEPENDENT DRIVE SIGN EXCEPTION

Ms. Van Christiansen presented the staff report for DDRB Application 2025-007, the Independent Drive Sign Exception, describing the new tenant identification signage proposed for the building exterior.

Mr. Nelson Robinette, Brown Enterprises, gave additional background information on the application and shared some design considerations.

The discussion included Board Member Deiuliis and Mr. Bill Delaney inquiring about size of the proposal. Board Member Deiuliis inquired how the applicant plans to incorporate logos and how size is to remain consistent while maintaining a uniform look. Mr. Robinette stated that the lettering will remain a consistent size. Mr. Delaney inquired as to why the size was not larger. Mr. Robinette stated the desire by the owner to be consistent with the design.

Motion: Member Brockelman moved to approve DDRB Application 2025-007 with staff recommendations.
Seconded: Member Deiuliis seconded the motion.

Vote: **Aye: 5** **Nay: 0** **Abstain: 0**

III. DISCUSSION ITEMS

A. Southbank Riverwalk Extension

Ms. Jill Enz, City of Jacksonville Parks Department, presented an overview of the Southbank Riverwalk Extension including the master plan for the Riverwalk on the Southbank. The discussion included Board Member Deiuliis inquiring about bulkhead access and the offset distance, as well asking about connection opportunities from the path to the bulkhead. Ms. Enz confirmed that the distance is consistent throughout the segment; and relayed that Parks engaged the property owner, Baptist Health, in regards to this topic and there is no desire additional connections to that property.

No motion or vote recorded, discussion for feedback purposes only.

B. Ethics Refresher

Ms. Andrea Myers, City of Jacksonville Office of Ethics, Compliance and Oversight, provided an Ethics Refresher for the Board.

No motion or vote recorded, discussion for feedback purposes only.

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

There was no new business.

VI. PUBLIC COMMENTS

Ms. Nancy Powell provided a comment requesting that pedestrian connectivity be prioritized in the planning considerations for future projects.

VI. ADJOURNMENT

There being no further business, the Chair adjourned the meeting at approximately 2:47 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 Van Christiansen at vchristiansen@coj.net to acquire a recording of this meeting.