



**Downtown Investment Authority**  
**Retail Enhancement and Property Disposition Committee Meeting**  
***Tuesday, October 15<sup>th</sup>, 2024***  
***10:30 AM***

**Retail Enhancement and Property Disposition Committee Meeting**  
***MEETING MINUTES***

**Retail Enhancement and Property Disposition Committee Members (CM) in Attendance:**

Melinda B. Powers, Esq, Committee Chair	Jill Caffey, Committee Member
Sondra Fetner, Esq., Committee Member	Patrick Krechowski, Esq. (Ex Officio)
Jim Citrano, Committee Member	

**DIA Staff Present:** Lori Boyer, Chief Executive Officer; Steve Kelley, Director of Downtown Real Estate and Development; Guy Parola, Director of Operations; Allan DeVault, Project Manager; Ava Hill, Administrative Assistant

**Office of General Counsel:** Joelle Dillard, Esq.

**Council Members Present:** None

**I. CALL TO ORDER**

The Retail Enhancement and Property Disposition Committee Meeting was called to order at 10:30 a.m. by Melinda B. Powers, Committee Chair.

**II. PUBLIC COMMENTS**

There were no public comments.

**III. FORM 8B: VOTING CONFLICT DISCLOSURES**

There were no voting conflict disclosures.

Committee Chair Powers paused the meeting for introductions.

**IV. SEPTEMBER 12<sup>TH</sup>, 2024, RETAIL ENHANCEMENT AND PROPERTY DISPOSITION COMMITTEE MEETING MINUTES APPROVAL**

Committee Chair Powers called for a motion on the meeting minutes.

**Motion:** Committee Member Citrano moved to approve the meeting minutes.

**Second:** Committee Member Fetner seconded the motion.

Committee Chair Powers called for a vote.

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

**THE MOTION PASSED UNANIMOUSLY 5-0-0**

**V.      RESOLUTION 2024-10-02 DIA PROPERTY DUE DILIGENCE**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA, INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO DEVELOP A SOLICITATION FOR DUE DILIGENCE SERVICES FOR THAT PROPERTY REFERRED TO AS THE “EAST LANDING LOT” AS MORE FULLY IDENTIFIED ON EXHIBIT A, WITH THOSE SERVICES SOUGHT MORE FULLY IDENTIFIED IN EXHIBIT B, AND FURTHER SUBJECT TO FUNDING APPROVAL BY THE DIA BOARD; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO IDENTIFY FUNDING SOURCES INCLUDING A DRAFT BUDGET TRANSFER FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

CEO Boyer explained the purpose and discussions of previous workshops and mentioned that the requests resulting from the workshops were for due diligence of the East Landing lot and property optimization. She explained that there were two resolutions because of timing and how the first resolution would impact the second resolution.

Committee Chair Powers called for a motion on the resolution.

**Motion:**              Committee Member Citrano moved to approve the resolution.  
**Seconded:**          Committee Member Fetner seconded the motion.

Committee Chair Powers opened the floor for discussion.

Committee Member Citrano spoke on timing and questions that would need to be answered before optimization could be addressed. He asked if relocating the sanitary sewer line would be doable and what the cost would be. He also asked if there is not a DOT easement on each side of Main Street Bridge, that should be a factor. CEO Boyer responded that yes there is an easement, and it was considered in the resolution. She continued that DOT agreed to reduce the setback and explained the details.

Committee Member Citrano also mentioned that the sanitary sewer line had to be the most expensive endeavor and asked if it could be done incrementally but mentioned that she sees the order differently from him. She then explained how. CEO Boyer responded yes that the resolution could be modified to take them incrementally.

Mr. Doug Smith was asked to address the committee concerning the challenges to rerouting the sewer line and the feasibility of it. He mentioned if the setback was 35 on the landing parking lot side and 50 on the park side, that would make the property a much more developable parcel and the sewer may not need to be removed. He added that having to stay 50 feet back on a small parcel makes development more challenging.

Board Chair Krechowski suggested having two separate studies with separate recommendations and then deciding how much due diligence would be needed for those recommendations. Committee Member Citrano agreed.

Committee Member Citrano discussed potential verbiage in the optimization study that would suggest low density development being right for the project and possibly not having a full-blown study. Mr. Parola responded that he did not see answering that question dependent on the design of the building and then explained his response.

Committee Member Fetner discussed what would be a good idea for the site or what could be there with constraints and how it would be laid out. She asked if the developer is expecting the City to move the pipe or is the developer expected to do that. CEO Boyer responded that the original proposal was requested that the City would incur that the cost of moving the pipe.

Board Chair Krechowski discussed possibly including a description in the RFP for the Optimization Study that included DIA's expectations relating to anything high density, etc. He also asked CEO Boyer if she thought that would be enough for the consultant to go on or if the Board should provide a more detailed description as to what is expected. CEO Boyer responded that it could be done either way. She then described similar studies she had seen in the past.

Board Chair Krechowski suggested getting an updated cost on the ramp removal and electrical utility removal, including the DOT setbacks, and then mention that there's a problem underground that could cost millions of dollars, and the ask what could be put on that parcel.

Committee member Caffey asked if JEA would determine the pricing or is this consulting firm going to know the pricing of relocating the infrastructure. Mr. Guy Parola responded that it would be best to have the consultant say what it would cost and then you can do whatever is recommended.

Committee Member Fetner asked if DIA had an idea of what can be on top of the sewer line. CEO Boyer described how the previous designs for the riverwalk curved in and curved back so that it left a divided pathway and multiple paths to get around the constraints of the sewer line.

*[For a more detailed account of the discussion, please request the zoom recording to review the meeting in its entirety.]*

Board Chair Krechowski reiterated his thoughts on going with the Main Street Bridge with an updated cost, the JEA electric duct bank with an updated cost, and to include a warning that there's a large sanitary sewer line that is expected to cost millions of dollars to relocate, and then ask what can be put on that property. He also mentioned that he didn't think the Ford on Bay and Courthouse Annex properties needed to be part of the due diligence discussion because he thought those properties were ready to go. He added that he'd like to get those properties out on the street as soon as staff can get the paperwork together.

For clarity, CEO Boyer listed the following resolution amendments:

- On page 1 of the resolution, the Board suggested only requesting a study for the East Landing lot,
- In section 2, only reference the East Landing lot,
- Modify Exhibit B to strike the environmental phase one and Geotech;
- Strike the subsurface utility engineering and soft dig,
- Leave the title search, and
- Keep the verbiage on obtaining the cost estimates for the Main Street bridge ramp removal and JEA electrical duct bank relocation.

Committee Member Fetner asked if a whereas clause was needed stating the consultant would determine the feasibility of a designated disposition site. She then explained how the Board itself could determine that. Committee Member Citrano agreed. CEO Boyer recommended the Board strike the recitals and include a whereas clause that stated, "Because the property is a disposition site you wish to do the following due diligence."

**Motion:** Committee Member Fetner moved to amend as stated.  
**Seconded:** Committee Member Citrano seconded the motion.

Committee Chair Powers called for a vote on the 2<sup>nd</sup> amendment to the resolution.

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

**THE MOTION PASSED 5-0-0**

Committee Chair Powers called for a vote on the 1st amendment to the resolution.

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

**THE MOTION PASSED 5-0-0**

Committee Chair Powers called for a vote on the resolution as twice amended.

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

**THE MOTION PASSED 5-0-0**

**VI. RESOLUTION 2024-10-07 MARKET AND PROPERTY OPTIMIZATION STUDY**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA, INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO DEVELOP A SCOPE OF SERVICES, SCORING CRITERIA AND MINIMUM QUALIFICATIONS FOR SELECTION OF A CONSULTANT TO PREPARE A MARKET – LAND USE OPTIMIZATION STUDY FOR THE AREA IDENTIFIED ON EXHIBIT A; FURTHER INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO PROVIDE THE AFOREMENTIONED FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO IDENTIFY FUNDING SOURCES INCLUDING A DRAFT BUDGET TRANSFER FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

CEO Boyer mentioned that the resolution had been discussed at length and her understanding is that the committee wants to proceed with the optimization study with direction that DIA wants the bridge ramps removed and the electric utility relocated to expand the site size.

Committee Member Citrano expressed that he agreed with CEO Boyer’s remarks.

Committee Member Caffey expressed that she also agreed with CEO Boyer’s remarks and that an optimization study should provide multiple options. CEO Boyer directed everyone to look at the study area boundary and make sure it reflects what was discussed.

Board Chair Krechowski asked CEO Boyer to clarify if the study was for the East Landing Lot or all four sites within the boundaries. CEO Boyer responded that the study would be for all the properties cited as well as private properties within the boundaries.

Board Chair Krechowski asked if doing that would keep the Board from pushing Ford on Bay and the City Hall Annex out on the street. CEO Boyer responded that the two could be done simultaneously but that they should wait for the recommendation before putting anything out.

Board Chair Krechowski reiterated his recommendation to put an RFP together and get them out.

**Motion:** Board Chair Krechowski moved to remove the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> whereas clauses, to remove the bridge ramps and electrical ducts, and to amend Exhibit A to eliminate the city hall annex and the Ford on Bay parcels.

**Seconded:** Committee Member Caffey seconded the motion.

Committee Chair Powers opened the floor for discussion.

Committee Member Fetner asked if the study could use the RFPs for the City Hall Annex and Ford on Bay as anticipated uses for those particular parcels. CEO Boyer responded that they could do that, but she added that they can't assume that both residential high density and hotel would be there on those properties. They can only assume one or the other.

Committee Member Citrano expresses that his thoughts had changed about rushing an RFP for the Ford on Bay properties. He did recommend having conversations about whether the properties should be presented together or separately. He also mentioned that he agreed with Board Chair Krechowski on moving the study area boundaries. CEO Boyer suggested just eliminating the white boxes for the Ford on Bay and City Hall Annex properties instead of changing the study area boundaries.

Committee Member Citrano mentioned the Berkman site and that it should be acknowledged as a private but future development site. CEO Boyer responded that it would be a part of the study area, but it could be referenced in the study.

CEO Boyer mentioned previous conversations about redeveloping the two-story parking garage and asked the committee if they still wanted to include this in the study even though it's private property.

Board Chair Krechowski asked what could be done with it. CEO Boyer responded that the information could be used to direct private developers or to incentivize particular uses and then gave examples.

Committee Member Fetner pointed out verbiage that mentioned private properties considered appropriate for development. CEO Boyer suggested that as long as it says, within the identified boundaries on Exhibit A and that the study would include private parcels.

CEO Boyer asked Board Chair Krechowski to reconsider eliminating the City Hall Annex, stating that it would be good to hear what the consultant believes would be the optimal use of the parcel.

Board Chair Krechowski amended his original motion to keep the City Hall Annex property with the study area boundaries, the Ford on Bay property would be removed.

Committee Chair Powers called for a vote on the amendment to the amendment of the resolution.

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

**THE MOTION PASSED UNANIMOUSLY 5-0-0**

Committee Chair Powers called for a vote on the resolution as amended.

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

**THE MOTION PASSED UNANIMOUSLY 5-0-0**

**VII. RESOLUTION 2024-10-08 POUR TAPROOM MODIFICATION**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY ("DIA") AMENDING THE PERFORMANCE SCHEDULE CONTAINED WITHIN THE TERM SHEET BETWEEN THE DIA ("GRANTOR") AND GATHERTAP, LLC AND VYSTAR CREDIT UNION ("GRANTEE"), APPROVED VIA RESOLUTION 2024-04-07; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION AND THE PURPOSES OF RESOLUTION 2024-04-07, INCLUDING BUT NOT LIMITED TO EXECUTION OF AGREEMENTS; PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Allan DeVault explained that the resolution is just an extension for 3 months of the time allowed to execute the agreements with Gather Tap and Vistar credit union. He mentioned that resolution that was approved in April of 2024 for targeted food and beverage retail and sidewalk enhancement grant. He mentioned that their deadline is approaching and that an extension is being requested.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Fetner moved to approve the resolution with the amendment to Section 2.

**Seconded:** Committee Member Caffey seconded the motion.

Committee Chair Powers called for a vote on the resolution as amended.

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

**THE MOTION PASSED UNANIMOUSLY 5-0-0**

**VIII. RESOLUTION 2024-10-10 MARKET AND PROPERTY OPTIMIZATION STUDY**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY ("DIA") AMENDING THE PERFORMANCE SCHEDULE CONTAINED WITHIN THE TERM SHEET BETWEEN THE DIA ("GRANTOR") AND URBAN DOUGH, LLC AND VYSTAR CREDIT UNION ("GRANTEE"),**

**APPROVED VIA RESOLUTION 2024-04-08; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION AND THE PURPOSES OF RESOLUTION 2024-04-08, INCLUDING BUT NOT LIMITED TO EXECUTION OF AGREEMENTS; PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Allan DeVault explained that the resolution is the same as resolution 2024-10-08 for their companion restaurant Urban Doe that an extension is requested to execute the agreements.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Fetner moved to approve the resolution with the same amendment to Section 2.

**Seconded:** Committee Member Citrano seconded the motion.

Committee Chair Powers called for a vote on the resolution as amended.

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

**THE MOTION PASSED UNANIMOUSLY 5-0-0**

## **IX. ADJOURNMENT**

Seeing no further discussion, Committee Chair Powers adjourned the meeting at 11:56 am.

*The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, a recording is available upon request. Please contact Ava Hill at [avah@coj.net](mailto:avah@coj.net) to acquire a recording of the meeting.*