



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

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

MEETING MINUTES

Board Members (BMs) Present: L. Ott (Chair); G. Monahan (Secretary); M. Brockelman; E. Davis; C. Dawson; and F. Jones (virtual)

Board Members Excused: J. Berling, T. Lee, and J. Loretta

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

Office of General Counsel: Jason Teal, Esq. and Cherry Pollock, Esq.

I. CALL TO ORDER

Chair Ott called the meeting to order at **2:00 p.m.** and asked for introductions from Board Members and Staff. Board Member Jones participated virtually via Zoom.

II. ACTION ITEMS

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

The Chair asked for a motion regarding the July 11th regular meeting minutes. Board Member Monahan made a motion to move the meeting minutes, and Board Member Brockelman seconded the motion.

The July 11, 2024, meeting minutes were approved, 6-0.

B. DDRB 2024-007: AC HOTEL AND PARKING DECK, CONCEPTUAL

The Chair introduced the item, and Board Member Monahan moved the item with staff conditions. The Chair opened the public hearing and requested a staff report. Susan Kelly with the Downtown Investment Authority (DIA) provided a staff report for the proposed hotel and parking deck located in the Brooklyn District. Staff recommended approval with three (3) main conditions:

1. Prior to submittal for final review, the developer shall meet with staff to identify any deviations sought.
2. Prior to final approval, the applicant shall provide:
 - a. Shade calculations or a shade study to show that the shade requirements are being met;
 - b. Floor plans identifying the locations of service areas such as trash and loading;

- c. Dimensioned streetscape sections that identify the Amenity Area, Pedestrian Clear Area, and Frontage Area;
 - d. More detail explaining how the solid portions of the Oak and Magnolia Street wall surfaces are utilizing enhanced materials, deep reveals and scoring or other textures; and
 - e. Transparency calculations for the Oak Street facade to ensure that the ground-floor level of the hotel along Oak Street provides a pleasant experience for pedestrians.
3. All mechanical equipment, appurtenances, and access areas on the roof of the hotel shall be architecturally screened in a manner that is compatible with the design of the hotel.

Chair Ott asked for questions from the Board for staff. Board Member Davis asked about a plan for the surrounding blocks in Brooklyn, noting that they are under common ownership. He was curious as to the compatibility of the proposed development with any proposed plans for the larger area. Board Member Brockelman questioned staff regarding the Urban Open Space requirement for new parking structures.

Seeing no additional questions from the Board for staff, the Chair invited the applicant to walk through their proposal. Chris Allred, an architect with RBA, represented the developer and provided the presentation, noting that they would be requesting at least one (1) deviation. Chair Ott asked if the Board had any questions for the developer. Board Member Davis asked about the programming of the ground floor, and Mr. Allred stated that the ground floor would be a bar (open to the public), restaurant space (for guests), and accessory spaces. Board Member Davis also asked how the developer arrived at the site layout. The applicant commented that the parking deck is in response to the minimum parking that Marriott requires, and the other main constraint was the height given the preferred construction type. Board Member Jones commented that he agreed with Mr. Davis's comments. Chair Ott asked clarifying questions regarding the materiality.

Seeing no additional questions from the Board for the applicant, the Chair asked if there was any public comment. One speaker, Ms. Powell, provided a summary critique that she also provided in an email to the Board Members.

Chair Ott asked for ex parte declarations. All members noted the email they received from Ms. Powell. The Chair closed the public hearing and opened the floor for Board discussion.

Board Member Brockelman provided a second to Mr. Monahan's original motion.

- Board Member Dawson was curious about what had been planned around this site. Ms. Kelly replied that no master plan or multi-phase plan had been provided by the owner of the surrounding properties.
- Board Member Brockelman asked the Office of General Counsel to provide an interpretation regarding that portion of the code that discusses the activation of new

parking garages. He requested the interpretation to be made prior to final approval and noted that the design of the hotel structure was good.

- Board Member Monahan commented favorably on the proposal.
- Board Member Davis agreed with Mr. Brockelman regarding the Urban Open Space. He also noted that he has no comments on the subject project, but rather, would like to see the master plan for the surrounding area and future of Brooklyn.
- Board Member Jones echoed the comments made by Mr. Davis and Mr. Brockelman.
- Chair Ott encouraged the applicant to consider lighting and safety, especially along Magnolia Street. She noted her appreciation for the art panels on the garage and echoed the comments made by Mr. Davis and Mr. Brockelman regarding Urban Open Space. Additionally, she noted that the Urban Open Space that is ultimately provided should use landscaping of various heights to truly feel open.

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

DDRB Application 2024-007 was approved with staff conditions with a vote of 6-0.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

A. DDRB OFFICER ELECTIONS

Per the DDRB bylaws, Chair Ott announced that the Nominating Committee had met at the end of last month, and she presented an officer slate – Board Member Berling for Vice Chair and Board Member Dawson as Secretary. She announced that additional nominations would be allowed at the September meeting, and the vote would be taken at that meeting as well.

B. ACKNOWLEDGEMENTS

Board Member Monahan was acknowledged for his contribution to the DDRB via DDRB Resolution 2024-08-01.

Board Member Brockelman made a motion to approve the resolution, and Board Member Davis seconded the resolution.

Resolution 2024-08-01 passed with a vote of 6-0.

V. PUBLIC COMMENTS

The Chair asked if there was any public comment. One speaker was present, and her comments were about Downtown, in general.

VI. ADJOURNMENT

There being no further business, the Chair adjourned the meeting at approximately **2:50 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.