



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

Thursday, June 13, 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; C. Dawson; T. Lee; and J. Loretta

Board Members Excused: F. Jones

DIA Staff Present: Susan Kelly, Redevelopment Coordinator, and Ava Hill, Administrative Assistant

Office of General Counsel: Terrence Harvey, Esq. and Jason Teal, Esq.

I. CALL TO ORDER

Chair Brockelman called the meeting to order at **2:00 p.m.** He asked for introductions from Board Members and Staff.

II. ACTION ITEMS

A. APPROVAL OF THE MAY 9, 2024, DDRB REGULAR MEETING MINUTES

The Chair asked for a motion regarding the May 9th regular meeting minutes. Board Member Monahan made a motion to move the meeting minutes, and Board Member Lee seconded the motion.

The May 9, 2024, meeting minutes were approved, 8-0.

B. DDRB 2024-005: RIVERSEDGE TOWNHOMES SPECIAL SIGN EXCEPTION

Susan Kelly provided a staff report, recommending approval of the two (2) monument signs. The Board had no questions for Staff, and the Chair opened the public hearing. The applicant, Matt Journey with Kimley Horn, stated that he was available for questions. The Board had no questions for the applicant, and no public comment was offered. Board Member Monahan made a motion to approve the item; and Board Member Berling seconded the motion. The Chair opened the floor for Board discussion. The monument sign design was well-received. Board Member Dawson asked the applicant about maintenance on the light fixture; the applicant stated that the structure could be opened to change the light as needed. Seeing no further discussion, the Chair called for a vote.

DDRB Application 2024-005 was approved with a vote of 8-0.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

A. DDRB OFFICER ELECTIONS

The Chair provided introductory statements regarding upcoming DDRB officer elections, stating that the Board would be taking nominations at both the June and July meetings, with a vote to be taken at the July meeting. Given this, Chair Brockelman opened the floor for nominations for Chair. Board Member Loretta nominated Board Member/Vice Chair Linzee Ott. Board Member Dawson seconded the nomination.

The Board voted 8-0 to nominate Ms. Ott as Chair, and she accepted the nominations. The Chair restated that nominations would also be taken at the July meeting, when the vote would be held.

V. PUBLIC COMMENTS

None.

VI. ADJOURNMENT

Prior to adjourning, Ms. Kelly announced that the DIA would be having an open house to receive input from the public regarding the design of the St. Johns Park restaurant. Flyers were provided.

There being no further business, the Chair adjourned the meeting at approximately **2:09 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.