



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

Thursday, July 10, 2025 2:00PM

MEETING MINUTES

Board Members (BMs) Present: Linzee Ott (Chair); Matt Brockelman; Kevin Craig; Ennis Davis; Peter Deiuliis; Joe Loretta

Board Members Absent: Joanna Berling, Fred Jones

City Council: The Honorable Chris Miller

DIA Staff Present: Guy Parola, Director of Operations; Van Christiansen, Redevelopment Coordinator; Ava Hill, Administrative Assistant

Office of General Counsel: Dylan Reingold, Esq.

I. CALL TO ORDER

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

II. JUNE 26, 2025 DOWNTOWN DEVELOPMENT REVIEW BOARD (DDRB) REGULAR MEETING MINUTES APPROVAL

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

Motion: Member Craig moved to approve the meeting minutes.

Seconded: Member Davis seconded the motion.

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

III. OLD BUSINESS

There was no old business.

IV. NEW BUSINESS

There was no new business.

A. DOWNTOWN DEVELOPMENT REVIEW BOARD OFFICER ELECTIONS

Ms. Van Christiansen provided a brief overview of Section 4.1, 4.2, and 4.3 of the DDRB Bylaws outlining the election of officers' process for the Board. Mr. Dylan Reingold advised the Board on proceedings.

Chair Ott opened the floor for discussion.

Board member Matt Brockelman nominated the current Chair, Linzee Ott, to serve a second term. Board member Ennis Davis seconded the nomination.

Chair Ott called for a vote on the motion.

Motion: Member Brockelman moved to nominate the current Chair for a second term.

Seconded: Member Davis seconded the motion.

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

Following the election of the Chair, Mr. Guy Parola provided guidance on the proceedings for establishing of the Nominating Committee.

Chair Ott requested volunteers for the committee. After ascertaining the Board's willingness to serve, Chair Ott appointed Board member Davis and Board Member Deiluus to the Nominating Committee.

Mr. Reingold confirmed that per DDRB Bylaws, the Chair shall be a voting ex officio member of the Nominating Committee. The Nominating Committee will include Chair Ott, Board member Davis, and Board member Deiuluus. The Committee shall meet prior to the regular meeting of the Board as a whole, scheduled for August 14, to discuss a slate for Vice Chair and Secretary.

V. PUBLIC COMMENTS

There were no public comment requests.

VI. ADJOURNMENT

Seeing no further discussion, Chair Ott adjourned the meeting at **2:07 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.