

# Downtown Investment Authority

## AGENDA

City Hall at St. James, 117 W. Duval Street

Don Davis Room located on the 1st Floor, City Hall at 117 West Duval Street.

Wednesday, January 28, 2014 – 3:00 PM

### MEMBERS:

Oliver Barakat, Chairman

Jack Meeks, Vice Chairman

Craig Gibbs, Secretary

Antonio “Tony” Allegretti, Board Member

James Bailey, Board Member

Melody S. Bishop, Board Member

Robert Clements, Board Member

Doris Goldstein, Board Member

Kay Harper-Williams, Board Member

<b>I.</b>	<b>CALL TO ORDER – Chairman Barakat</b>
	A. Pledge of Allegiance
<b>II.</b>	<b>ACTION ITEMS - Chairman Barakat</b> ( <i>Requires DIA Action and/or Approval</i> )
	A. Approval of December 17, 2014 DIA Board Meeting Minutes
	B. Approval of Retail Enhancement Program Committee Recommendations B.1. REP Application 2014-001 B.2. REP Application 2014-002 B.3. REP Application 2014-003 B.4. REP Application 2014-004
<b>III.</b>	<b>CHIEF EXECUTIVE OFFICER REPORT</b>
<b>IV.</b>	<b>DOWNTOWN BRIEFING – Jim Klement</b>
	A. DDRB December 2014 Meeting Update
<b>V.</b>	<b>OLD BUSINESS – Chairman Barakat</b>
<b>VI.</b>	<b>NEW BUSINESS – Chairman Barakat</b>
<b>VII.</b>	<b>PUBLIC COMMENTS – Chairman Barakat</b>
<b>VIII.</b>	<b>ADJOURNMENT – Chairman Barakat</b>
	Next Scheduled Meeting: February 18, 2015 at 3:00 p.m.

### Staff Distribution:

Aundra Wallace, DIA Chief Executive Officer

Guy Parola, DIA Redevelopment Manager

Tom Daly, DIA Redevelopment Analyst

Jim Klement, DIA, DDRB

Susan Grandin, Office of General Counsel

Lawsikia Hodges, Office of General Counsel

Paul Crawford, OED, Deputy Director

Alex Rudzinski, OED

DIA Council Liaison, Lori N. Boyer, Council Member District 5

Jack Shad, Public Parking Officer

Karen Underwood, DIA Executive Assistant

Nelly Peoples, DIA Volunteer

David DeCamp, Public Information Office



**Downtown Investment Authority**  
**Regular Meeting**

**City Hall at St. James**  
**117 West Duval St., Lynwood Roberts Room**

***Wednesday, January 28, 2015 - 3:00 p.m.***

**DIA Meeting**  
**MEETING MINUTES**

**Board Members Present:** Oliver Barakat, Chairman; Jack Meeks, Vice Chairman; Craig Gibbs, Secretary; Jim Bailey; Melody Bishop; Doris Goldstein and Kay Harper-Williams

**Board Members Absent:** Tony Allegretti and Robert Clements

**Office of General Counsel:** Lawsikia Hodges

**Council Member:** Lori Boyer

**Attendees:** Aundra Wallace, DIA Chief Executive Officer; Guy Parola, DIA Redevelopment Manager; Tom Daly, DIA Redevelopment Analyst; Jim Klement, DIA Development Coordinator; and Karen Underwood, DIA Executive Assistant

**I. CALL TO ORDER**

Chairman Barakat convened the regular meeting to order and the board members introduced themselves for the record at approximately 3:00 p.m.

**II. ACTION ITEMS**

**A. APPROVAL OF DECEMBER 17, 2014 REGULAR MEETING MINUTES**

**A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER BISHOP APPROVING THE DECEMBER 17, 2014 DIA REGULAR MEETING MINUTES AS AMENDED.**

**THE MOTION PASSED UNANIMOUSLY 7-0.**

**B. APPROVAL OF RETAIL ENHANCEMENT PROGRAM COMMITTEE RECOMMENDATIONS:**

Board Member Bailey presented four (4) applications recommendations for project applications reviewed at the January 7<sup>th</sup> meeting. CEO Wallace provided the specific recommendations.

**1. REP APPLICATION 2014-001 – Urban Grid Company, Applicant Craig and Stacey Goldberg**

**A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER BISHOP APPROVING APPLICATION 2014-001 GRANT FOR \$17,000 TO URBAN GRIND COFFEE COMPANY SUBJECT TO:**

- 1) **APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA;**
- 2) **APPLICANT TO HAVE ALL WORK COMPLETED WITHIN A 6 MONTH PERIOD FROM FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA; AND**
- 3) **APPLICANT MAY RECEIVE UP TO A 6 MONTH PERIOD EXTENSION TO COMPLY WITH FINAL PROGRAM DOCUMENT APPROVAL AND DIA EXECUTED AGREEMENTS.**

**THE MOTION PASSED UNANIMOUSLY 7-0.**

2. **REP APPLICATION 2014-002 – Jersey Mike’s Subs, Applicant Michael Phillips**

**A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER MEEKS APPROVING APPLICATION 2014-002 GRANT FOR \$28,000 TO JERSEY MIKE’S SUBS SUBJECT TO:**

- 1) **APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA;**
- 2) **APPLICANT TO HAVE ALL WORK COMPLETED WITHIN A 6 MONTH PERIOD FROM FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA; AND**
- 3) **APPLICANT MAY RECEIVE UP TO A 6 MONTH PERIOD EXTENSION TO COMPLY WITH FINAL PROGRAM DOCUMENT APPROVAL AND DIA EXECUTED AGREEMENTS.**

**THE MOTION PASSED 6-1 (GOLDSTEIN)**

3. **REP APPLICATION 2014-003 – Shotgun Subs VII, LLC, d/b/a/ Jimmy John’s Gourmet Sandwiches, Applicant Shotgun Subs VII, LLC.**

**A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER MEEKS APPROVING APPLICATION 2014-003 GRANT FOR \$28,700 TO SHOTGUN SUBS VII. LLC D/B/A/ JIMMY JOHN’S GOURMET SANDWICHES SUBJECT TO:**

- 1) **APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA;**
- 2) **APPLICANT TO HAVE ALL WORK COMPLETED WITHIN A 6 MONTH PERIOD FROM FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA; AND**
- 3) **APPLICANT MAY RECEIVE UP TO A 6 MONTH PERIOD EXTENSION TO COMPLY WITH FINAL PROGRAM DOCUMENT APPROVAL AND DIA EXECUTED AGREEMENTS.**

**THE MOTION PASSED UNANIMOUSLY 7-0.**

4. **REP APPLICATION 2014-004 – New York Steam Laundry Building, Applicant LB Jax Development, LLC**

**A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER HARPER-WILLIAMS APPROVING APPLICATION 2014-004 COLLATERIALIZED LOAN FOR \$100,000 SUBJECT TO:**

- 1) **THE \$100,000 WILL BE AWARDED IN THE FORM OF A FIVE-YEAR (5-YEAR) TERM LOAN WITH AN INTEREST RATE OF 1.75% PAYABLE ANNUALLY. SHOULD AN EXECUTED LEASE BE PROVIDED BEFORE ANY OF THE \$100,000 IS DISBURSED, THE LOAN CONVERTS AUTOMATICALLY INTO A GRANT, SUBJECT TO THE NORMAL PROGRAM CAVEATS. SHOULD FUNDING BE DISBURSED PRIOR TO AN EXECUTED LEASE AGREEMENT, THE \$100,000 REMAINS A LOAN. HOWEVER:**
  - A. **IF THERE IS AN EXECUTED LEASE IN PLACE AT THE ONE-YEAR ANNIVERSARY OF FUNDING DISBURSEMENT, YEARS 2 THROUGH 5 OF THE LOAN AND 80% OF THE REMAINING LOAN BALANCE BECOME A GRANT, SUBJECT TO THE NORMAL PROGRAM CAVEATS; AND**
  - B. **IF THERE IS AN EXECUTED LEASE IN PLACE AT THE TWO-YEAR ANNIVERSARY OF FUNDING DISBURSEMENT, YEARS 3 THROUGH 5 OF THE LOAN AND 60% OF THE REMAINING LOAN BALANCE BECOME A GRANT, SUBJECT TO THE NORMAL PROGRAM CAVEATS; AND**
  - C. **IF THERE IS AN EXECUTED LEASE IN PLACE AT THE THREE-YEAR ANNIVERSARY OF FUNDING DISBURSEMENT, YEARS 4 THROUGH 5 OF THE LOAN AND 40% OF THE REMAINING LOAN**

**BALANCE BECOME A GRANT, SUBJECT TO THE NORMAL PROGRAM CAVEATS; AND**

**D. IF THERE IS AN EXECUTED LEASE IN PLACE AT THE FOUR-YEAR ANNIVERSARY OF FUNDING DISBURSEMENT, YEAR 5 OF THE LOAN AND 20% OF THE REMAINING LOAN BALANCE BECOME A GRANT, SUBJECT TO THE NORMAL PROGRAM CAVEATS.**

- 2) APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA;**
- 3) APPLICANT TO HAVE ALL WORK COMPLETED WITHIN A 6 MONTH PERIOD FROM FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED AGREEMENTS WITH DIA; AND**
- 4) APPLICANT MAY RECEIVE UP TO A 6 MONTH PERIOD EXTENSION TO COMPLY WITH FINAL PROGRAM DOCUMENT APPROVAL AND DIA EXECUTED AGREEMENTS.**

**THE MOTION PASSED UNANIMOUSLY 7-0.**

**III. CHIEF EXECUTIVE OFFICER REPORT**

- Ordinance 2014-0560: This legislation is slated to be heard in council committees during the week of February 2, 2015 and DIA were invited to attend.
- Jacksonville Landing Redevelopment/Design Vision Plan RFP: The RFP has been issued. Responses to the RFP are due February 18<sup>th</sup>.

**IV. DOWNTOWN BRIEFING**

Jim Klement provided the DDRB update and the next DDRB meeting will be determined in February 2015.

**V. OLD BUSINESS**

- Chairman Barakat stated the second historic building workshop is scheduled for February 11, 2015.
- Chris Flagg, President of Flagg Design Studios, provided an update of the Downtown historic designation(s) process.
- Councilwoman Boyer provided a summary of her meeting with Aundra Wallace regarding REV Grants.

#### **VI. NEW BUSINESS**

CM Boyer informed the members that she was chairing the Special Committee of Capital Improvements Projects and requested a DIA staff person to attend the CIP committee meetings.

#### **VII. PUBLIC COMMENTS**

- Will Morgan
- Rafael Caldera
- John Nooney
- Dick Jackson

#### **VIII. ADJOURNMENT**

Chairman Barakat adjourned the meeting at approximately 4:43 p.m.

*The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Karen Underwood, at (904) 630-3492, or by email at [karenu@coj.net](mailto:karenu@coj.net).*