



**Downtown Investment Authority**  
**Retail Enhancement and Property Disposition Committee Meeting**  
**Wednesday, January 10<sup>th</sup>, 2024**  
**9:30 PM**

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

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

Craig Gibbs, Esq., Committee Chair  
Carol Worsham, Committee Member

Sondra Fetner, Esq., Committee Member

**DIA Board Members Participating In person:** Jim Citrano, Board Chair Ex Officio, Patrick Krechowski, Esq.

**DIA Staff Present:** Lori Boyer, Chief Executive Officer; 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 9:30 a.m. by Craig Gibbs, Committee Chair. This was followed by introductions.

**II. PUBLIC COMMENTS**

There were no requests for public comments.

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

There were no voting conflict disclosures.

**IV. DECEMBER 20<sup>TH</sup>, 2023, RETAIL ENHANCEMENT ABD PROPERTY DISPOSTION COMMITTEE MEETING MINUTES APPROVAL**

Committee Chair Gibbs called for a motion to approve the December 20th, 2023, Retail Enhancement and Property Disposition Committee Meeting Minutes.

**Motion:** Board Chair Citrano motioned to approve the meeting minutes as presented.

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

Seeing there were no questions or comments, Committee Chair Gibbs called for a vote.

**Vote:           Aye: 4           Nay: 0           Abstain: 0**

**THE MOTION PASSED UNANIMOUSLY 4-0-0**

**V.    RESOLUTION 2024-01-01: JEA PROPERTY DISPOSITION**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) INSTRUCTING ITS CHIEF EXECUTIVE OFFICER (“CEO”) TO ISSUE A 30-DAY NOTICE OF DISPOSITION IN ACCORDANCE WITH THE NEGOTIATED DISPOSITION PROCEDURE ADOPTED BY DIA; AUTHORIZING THE PUBLICATION OF A NOTICE OF DISPOSITION FOR A TEMPORARY CONSTRUCTION EASEMENT OVER AN APPROXIMATELY 2.0 ACRE PORTION OF A CITY-OWNED PARCEL OF REAL PROPERTY IDENTIFIED BY DUVAL COUNTY TAX PARCEL NUMBER RE# 130570-0000, (THE “PROPERTY”, EXHIBIT ‘A’); ESTABLISHING THE TERMS OF THE PUBLISHED NOTICE OF DISPOSITION; FINDING THAT THIS RESOLUTION FURTHERS THE BUSINESS INVESTMENT AND DEVELOPMENT (“BID”) PLAN, INCLUDING THE COMMUNITY REDEVELOPMENT AREA PLAN; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL ACTION NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

Committee Chair Gibbs gave the floor to DIA staff to introduce the resolution.

CEO Boyer began her presentation by reviewing the property disposition process including how a property becomes a DIA property, the disposition of real estate, and the temporary laydown yard. She mentioned that the process was informal and then discussed other details such as JEA’s temporary laydown yard, appraisals in the area, the Vestcor proposal in LaVilla, etc. CEO Boyer advised the Committee that they’d eventually be asked to create criteria, to put out a notice, and bids. She continued that she wanted to get the new board members up to speed so they’re able to craft the criteria mentioned. After explaining the property disposition process, CEO Boyer explained the purpose of Resolution 2024-01-01. She shared that it was simply a request to use Parcel 130570-0000 and then described the details of the resolution. Committee Member Worsham shared that going through the property disposition process was a powerful tool and that it’s good to have that path to follow, like a road map. CEO Boyer mentioned that the process was updated in 2022, that Committee Member Fetner worked on the initial disposition policy, and that it was the policy that led to the current disposition road map. CEO Boyer concluded by reviewing a map showing the parcel’s physical location and discussed details such as the setback, rental value, the recommendation to stay with the current right-of-way, etc.

Committee Chair Gibbs called for a motion and second to approve the resolution.

**Motion:**           Committee Member Worsham moved to approve Resolution 2024-01-01.  
**Seconded:**       Committee Member Fetner seconded the motion.

Committee Chair Gibbs opened the floor for discussion.

Board Chair Citrano mentioned that he was in favor of the resolution but asked if there was no immediate use for the parcel. CEO Boyer explained that there were two different proposals for the parcel and that there was some discussion about its potential use. She mentioned that the lot is on the side of the MOSH which is dedicated to civic use and that the nearby Shipyards West is dedicated to park use, but that the Board should make the decision on the use of the parcel.

Committee Chair Gibbs asked if it was a 1-year term. CEO Boyer responded yes.

Committee Member Fetner asked if the budgeted \$300,000 was for utility work. CEO Boyer spoke of discussions concerning who would pay for the utility work and concluded that JEA would be responsible for paying a portion of the work.

Board Member Krechowski asked what the parcel would look like. CEO Boyer mentioned that it would be a laydown yard and construction site. She also mentioned how the neighboring parcel appears to also be a construction site.

Seeing no further questions or comments, Committee Chair Gibbs called for a vote.

**Vote: Aye: 4      Nay: 0      Abstain: 0**

**THE MOTION PASSED UNANIMOUSLY 4-0-0**

**VII. ADJOURNMENT**

Seeing no further questions or comments, Committee Chair Gibbs adjourned the meeting at 9:51 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.*