



**Downtown Investment Authority**  
**Retail Enhancement and Property Disposition Committee Meeting**  
**Thursday, November 14<sup>th</sup>, 2024**  
**10:00 AM**

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

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

Melinda B. Powers, Esq., Committee Chair  
Sondra Fetner, Esq., Committee Member

Jim Citrano, Committee Member

**DIA Staff Present:** Lori Boyer, Chief Executive Officer; Steve Kelley, Director of Downtown Real Estate and Development; Guy Parola, Director of Operations; Allan DeVault, Project Manager; Steve Berry, Property Disposition Manager; 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 10:00 a.m. by Melinda B. Powers, Committee Chair.

**II. PUBLIC COMMENTS**

*The following people made in-person public comments, made public comments virtually through Zoom, or provided comments that were read into the record by DIA Staff. Note: the subject matter of the comment(s) indicated to the right of each person:*

John Nooney                      8356 Bascom Road                      DIA to add the property at 8356 Bascom Rd as an acquisition project

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

There were no voting conflict disclosures.

**IV. OCTOBER 15<sup>TH</sup>, 2024, RETAIL ENHANCEMENT AND PROPERTY DISPOSTION COMMITTEE MEETING MINUTES APPROVAL**

Committee Chair Powers called for a motion on the meeting minutes.

**Motion:**                      Committee Member Citrano moved to approve the meeting minutes.  
**Seconded:**                      Committee Member Fetner seconded the motion.

Committee Chair Powers called for a vote.

**Vote:**                      **Aye: 3**                      **Nay: 0**                      **Abstain: 0**

**THE MOTION PASSED UNANIMOUSLY 3-0-0**

Because there were three walk-on agenda items and because of time restraints, CEO Boyer suggested rearranging the agenda for time management. Committee Member Citrano also mentioned discussing Resolution 2024-11-01 Ford on Bay Disposition Study but not having it on consent so the entire Board would have the opportunity to discuss it. Committee Chair Powers agreed.

**V. RESOLUTION 2024-11-03 MARKET AND OPTIMIZATION STUDY SCOPE OF SERVICES**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA, INSTRUCTING ITS CHIEF EXECUTIVE OFFICER (“CEO”) TO CAUSE TO BE ISSUED A SOLICITATION FOR MARKET – LAND USE OPTIMIZATION STRATEGY (“STRATEGY”) FOR THAT AREA IDENTIFIED IN EXHIBIT A, INCORPORATING THE ATTACHED SCOPE OF SERVICES (EXHIBIT B), SCORING CRITERIA (EXHIBIT C) AND MINIMUM REQUIREMENTS (EXHIBIT D); INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

CEO Boyer explained the resolution related to the optimization study that had been discussed at previous meetings. She explained the concept was to look at various city-owned and adjacent properties in the vicinity of Riverfront Plaza, the east landing lot, and the City Hall annex site and then to seek a consultant to do a study on those properties. She added that what was being provided was the minimum qualifications, the scope of work and the evaluation criteria. She then reviewed the details of each.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Citrano moved to approve the resolution.  
**Second:** Committee Member Fetner seconded the motion.

Committee Chair Powers opened the floor for discussion.

Committee Member Fetner mentioned that the term “Locus Plan” was not clearly defined and asked for an explanation. Mr. Parola responded that he had seen the term used before in other scopes of service and contracts and then advised that the term could be replaced with “land use optimization”.

Committee Member Fetner also mentioned private properties that would be appropriate for development and asked if the consultant would be looking at all the properties in the study area to determine the ones appropriate for development or would DIA provide that list to the consultant.

Committee Member Citrano expressed that his thoughts were that DIA would designate city-owned sites for disposition and development and asked if that parcel should be developed and then should it be low, medium, or high-density development. He also mentioned that he’d like to see more clarification up front and that all the details of those properties should be factored into the study.

Committee Member Fetner mentioned that the Board Members all have some understanding and knows what they want to see. She continued that the consultant does not have to be used for everything, and the Board just needs to be more specific about what's expected.

CEO Boyer responded that typically the site restrictions and parameters would not be included in the bid but would be provided to the consultant once hired. She mentioned that she agreed with Member Citrano's recommendation concerning optimal uses. She agreed with adding language about identifying the city-owned parcels that are appropriate for redevelopment and added that the Board could provide a list of private properties that are appropriate for redevelopment, or the consultant could provide the list.

Committee Member Powers asked about amendments to the resolution. CEO Boyer responded that she did hear a few and shared the following amendments: substitute land use optimization for the word locus wherever it appears, DIA will identify which private parcel in the project area are appropriate for redevelopment, the consultant should identify which city-owned sites should be redeveloped and then recommend low, medium, or high-density use.

Committee Member Fetner mentioned that she didn't see marketing mentioned in the scope of services and asked if it could be included as an added service. CEO Boyer advised that marketing was not on the scope of services but that it could be added as an activity for later. She did advise that it was mentioned on page 6 of the resolution as a deliverable.

Committee Member Fetner asked if the Board would be able to add additional study areas. Mr. Parola responded that it would be an additional alteration like her marketing question as long as it goes out and is noticed. CEO Boyer added that she had no objections to adding that.

Committee member Citrano mentioned the wording "optimal ground level and upper-level uses" and recommended using "recommend optimal uses of city-owned parcels" instead and then recommended the Board not direct the consultant to any conclusions. CEO Boyer responded that the verbiage could be changed but that the Board would need to be very clear with the consultant.

Committee member Fetner mentioned seeing a request for a stakeholder participation plan and asked if it was possible to designate a board member to work with the consultant to offer their expertise. CEO Boyer mentioned that DIA has done that in the past and that there can't be multiple board members serving as a liaison. She added that the Board Chair would have to appoint someone as the Board Member Liaison.

Committee Chair Powers called for a motion on the amendments to the resolution.

**Motion:** Committee Member Citrano moved to approve the amendments to the resolution.

**Seconded:** Committee Member Fetner seconded the motion but requested that someone go over the amendments.

#### Amendments to Scope of Services

- Substitute land use optimization for the word locus
- Private parcels appropriate for redevelopment will be identified by DIA
- Identification of constraints and conditions on city-owned parcels
- Ability to add study areas for a negotiate fee if requested by City or DIA

Amendments to Resolution

- The Board Chair will appoint a Board Member Liaison

Committee Chair Powers called for a vote on the amendment.

**Vote: Aye: 3      Nay: 0      Abstain: 0**

**THE MOTION PASSED 3-0-0**

Committee Chair Powers called for a motion on the resolution as amended.

**Motion:** Committee Member Citrano moved to approve the resolution as amended.  
**Seconded:** Committee Member Fetner seconded the motion.

Committee Chair Powers called for a vote on the amended resolution.

**Vote: Aye: 3      Nay: 0      Abstain: 0**

**THE MOTION PASSED 3-0-0**

**VII. RESOLUTION 2024-11-15 0 W DUVAL ST**

**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 THE DISPOSITION OF AN APPROXIMATELY 0.07 ACRE PARCEL OF CITY-OWNED REAL PROPERTY IDENTIFIED BY DUVAL COUNTY TAX PARCEL NUMBER RE# 074553-0000, (THE “PROPERTY”), CURRENTLY UNDEVELOPED LOCATED AT 0 WEST DUVAL STREET BETWEEN BROAD AND JEFFERSON STREETS WHERE MR. BINOD KUMAR ALSO MAINTAINS AN OWNERSHIP INTEREST; ESTABLISHING THE TERMS OF THE PUBLISHED NOTICE OF DISPOSITION; APPROVING A QUIT CLAIM DISPOSITION TO MR. KUMAR ON THE TERMS ATTACHED AS EXHIBIT B IF NO ALTERNATIVE OFFERS ARE RECEIVED; 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.**

CEO Boyer explained that the resolution has to do with a parcel of land that has a title issue. She explained how the owner, Mr. Bid Kumar, obtained the property but how the City had some claims to the property. She continued that DIA is proposing a disposition of the property to either clear the title and convey the property to Mr. Kumar or to have another respondent to the RFP come in and provide funds for the actual acquisition of the property.

Mr. Steven Kelley explained that the terms mentioned in the resolution were determined to be the cleanest and simplest approach to resolving the title issues that exist on the property. He then reviewed the details of Exhibits A and B which were the terms of the disposition process which included a 30-day notice of disposition of the property, minimum criteria, assumption of

responsibility for clearing the property, and assumption of all costs. Mr. Kelley explained that if Mr. Kumar is the only respondent to the disposition, DIA would not go back to the Board. That the resolution is DIA's response and that a quit claim deed would be provided to Mr. Kumar conveying the city's interest in the property at no cost.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Citrano moved to approve the resolution.  
**Seconded:** Committee Member Fetner seconded the motion.

Committee Chair Powers opened the floor for discussion.

Committee Member Citrano asked how the situation happened. Mr. Kelley responded that the parcel was taken by the City in the year 2000 by eminent domain. During that same time the existing property owner was delinquent on their property taxes. As the City was finalizing its eminent domain action and bringing the property into the City's inventory, a tax deed sale was facilitated through a third party and the third party sold the property to Mr. Kumar.

Committee Member Citrano asked if this was more of a legal issue. CEO Boyer responded that it absolutely was and that it's been working its way through OGC.

Committee Member Fetner asked what would happen if someone else puts in an offer. CEO Boyer responded that if someone puts in an offer where they identify a cash purchase price and agrees to assume the title, that they then agree to assume the City's interest in the quit claim, and that they also agree to go through the process of clearing title.

Committee Chair Powers called for a vote on the resolution.

**Vote: Aye: 3      Nay: 0      Abstain: 0**

**THE MOTION PASSED 3-0-0**

**VI. RESOLUTION 2024-11-01 FORD ON BAY DISPOSITION STUDY**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY ("DIA") APPROVING THE FRAMEWORK FOR THE MARKETING, TERMS AND CONDITIONS, SCORING CRITERIA AND TIMELINE TO BE INCLUDED IN A NOTICE OF DISPOSITION OF THAT CERTAIN CITY-OWNED PROPERTY COMMONLY REFERRED TO AS THE FORMER COURTHOUSE PROPERTY; AUTHORIZING THE ISSUANCE OF A NOTICE OF DISPOSITION IN ACCORDANCE WITH THE TERMS ESTABLISHED HEREIN; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER ("CEO") TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; FINDING THAT THIS RESOLUTION FURTHERS THE BUSINESS INVESTMENT AND DEVELOPMENT ("BID") PLAN, INCLUDING THE COMMUNITY REDEVELOPMENT AREA PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.**

CEO Boyer explained that the substance of the resolution included a timeline, a scope, and an evaluation criterion. She mentioned that this was the second disposition document for the Ford on Bay parcel and advised that these documents were much more open in what was being asked for.

She pointed out that she highlighted in the resolution how the Board may want to market the property and then described the various alternatives and their processes. CEO Boyer mentioned that Board Chair Krechowski expressed that he'd like to engage an actual brokerage company and feels like that would be an important part of effectively marketing the property.

Mr. Steve Berry mentioned that he has multiple conversations with different commercial real estate brokerage firms. He advised that all say that DIA and the Board are moving too fast given the current condition of the capital markets, stabilization in rents, and then the related competition that would exist for this project.

CEO Boyer mentioned that she wanted Mr. Berry's input because the Board was split on whether to move forward with the disposition and that his feedback would impact that decision.

Committee Chair Powers opened the floor for discussion.

Committee Member Citrano expressed that he was in favor with engaging a broker and starting that process, he mentioned that things were getting better but that he was still on the fence.

Committee Member Fetner asked if it made sense to have an RFP for a broker to handle a time-period for any of the properties that are put on the market. CEO Boyer responded that that was DIA's intention and explained.

Committee Member Fetner expressed that the resolution focuses on the disposition, and she'd rather see it focus on the broker and that she'd rather see the Ford on Bay property added to the study area.

Committee Member Citrano mentioned that he feels the parcel should not be developed at all. He reiterated that the Board should not give the consultant a road map to a conclusion and have them tell the Board their recommendations as a resource so the Board then could make decisions.

CEO Boyer asked if the committee was saying that the Ford on Bay parcel should not be developed. Committee Member Fetner responded that she was not saying that and that she was saying the Ford on Bay parcel should be in the study area if they are delaying the disposition. CEO Boyer also asked the committee if they wanted DIA to proceed immediately with an RFP for a broker who can work on multiple properties as designated. In addition, if the committee would like to see the former courthouse site added to the optimization study so both could be happening at the same time. She suggested drafting a resolution for the Board Meeting for a broker, preparing a separate amendment to include the Ford on Bay parcel in the study area and leaving the current resolution in place and wither withdraw or defer it.

CEO Boyer asked for the committee's thoughts on Exhibit 2 at the end, that she added in response to the RFP that the respondent should only be looking at an incentive such as either REV Grants or REV Grants and a Disposition without a cost of land and that they should not be responding seeking other completion grants.

Committee Member Fetner mentioned that she had no problem with the language but felt more discussion was needed about the prescriptiveness of the disposition. She felt being too specific makes it more difficult for the developer to make things work. Also, a 30-day timeframe was not enough for a request as complicated as the Board's. CEO Boyer pointed out Paragraph C on mixed

use and mentioned that the language was less restrictive and suggested mentioning that the property at Bay Street would not be offered right away.

DIA staff and the committee agreed that the resolution would go before the Board with no vote and that DIA would provide recommendations from the committee.

**VII. RESOLUTION 2024-11-02 EXTENSIONS FOR BABY GOT BRUNCH**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) AMENDING THE PERFORMANCE SCHEDULE CONTAINED WITHIN THE TERM SHEET BETWEEN THE DIA (“GRANTOR”) AND BABY GOT BRUNCH, LLC (“GRANTEE”), APPROVED VIA RESOLUTION 2024-05-03; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION AND THE PURPOSES OF RESOLUTION 2024-05-03, INCLUDING BUT NOT LIMITED TO EXECUTION OF AGREEMENTS; PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Allan DeVault explained that the resolution as well as the next one are similar in that they both afford three more months to execute the agreement and that the resolution was approved at the May meeting for an incentive for retail enhancement program. That they were not able to execute the agreement, and the resolution provides three months to do so.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Citrano moved to approve the resolution.  
**Seconded:** Committee Member Fetner seconded the motion.

Committee Chair Powers called for a vote on the resolution.

**Vote: Aye: 3      Nay: 0      Abstain: 0**

**THE MOTION PASSED UNANIMOUSLY 3-0-0**

**VIII. RESOLUTION 2024-11-12 PLAYERS GROUP EXTENSION**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) AMENDING THE PERFORMANCE SCHEDULE CONTAINED WITHIN THE TERM SHEET BETWEEN THE DIA (“GRANTOR”) AND PLAYERS GROUP, LLC (“GRANTEE”), APPROVED VIA RESOLUTION 2024-05-02; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION AND THE PURPOSES OF RESOLUTION 2024-05-02, INCLUDING BUT NOT LIMITED TO EXECUTION OF AGREEMENTS; PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Allan DeVault explained that the resolution did have a scrivener error that would be corrected. He continued that the resolution was the same as the previous one providing three months to execute the agreement.

Committee Chair Powers called for a motion on the resolution.

**Motion:** Committee Member Citrano moved to approve the resolution.  
**Seconded:** Committee Member Fetner seconded the motion.

Committee Chair Powers called for a vote on the resolution.

**Vote: Aye: 3      Nay: 0      Abstain: 0**

**THE MOTION PASSED UNANIMOUSLY 3-0-0**

**IX. ADJOURNMENT**

Committee Chair Powers welcomed Mr. Berry to DIA and then adjourned the meeting at 11:14 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.*