



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

*Thursday, January 16, 2025 2:00PM*

**MEETING MINUTES**

**Board Members (BMs) Present:** Linzee Ott (Chair); Joana Berling, Vice Chair; Carl Dawson, Jr., Secretary; Kevin Craig; Peter Deiuliis; Joe Loretta

**Board Members Excused:** Matt Brockelman, Ennis Davis, Fred Jones

**City Council:** The Honorable Chris Miller

**DIA Staff Present:** Guy Parola, Director of Operations; Ava Hill, Administrative Assistant

**Ex-Officio:** Brett James, Planning and Development Department

**Office of General Counsel:** Terence Harvey, Esq.

**I. CALL TO ORDER**

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

**II. ACTION ITEMS**

**A. APPROVAL OF THE NOVEMBER 14, 2024, DDRB REGULAR MEETING MINUTES**

The Chair asked for a motion regarding the December 19, 2024, board meeting minutes.

**Motion:** Member Craig moved to approve the minutes as presented.

**2<sup>nd</sup>:** Vice Chair Berling seconded the motion.

**The December 19, 2024, meeting minutes were approved: 6 ayes, 0 nays and 0 abstain.**

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

No voting conflicts disclosed.

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**C. DDRB APPLICATION 2024-009: CONCEPTUAL AND FINAL REVIEW –  
BAPTIST MEDICAL CENTER EMERGENCY DEPARTMENT EXPANSION**

The following Board Members declared ex parte communications: Members Deiuliis, Loretta, Berling, Craig and Ott.

Guy Parola presented a summary of the item. Referencing an aerial of the site, the project location within the 17-acre Baptist Hospital campus was illustrated. The most recent DDRB approved and constructed building on the campus was shown to illustrate building massing and design. A summary of the site peculiarities was discussed, including the location of the building adjacent to a closed right-of-way, making the project essentially infill. Background information on the right-of-way closing was provided as was a brief overview of the surrounding buildings, building orientations and viewsheds. Summary having concluded, the Applicant's architect, Mr. Trevor Lee, began his presentation.

Mr. Lee began his presentation with discussion on the complexities of the project, and introduced member from Baptist in attendance.

Through his presentation, Mr. Lee walked the Board through the site, illustrating how the new construction "weaves" its way through the existing buildings and architectural language. Mr. Lee explained the design draws from the Heart Hospital, the NICU tower and MD Anderson. Mr. Lee spoke to the following specifics of the project, referencing building elevations and site plan:

- Entrances, drop off areas, and vehicular movements;
- Locations of exam rooms, trauma rooms, etc.
- Transparency
- Building materiality (physical materiality board provided at meeting)

Mr. Lee concluded this portion of the presentation and introduced Fremont Latimer with Marquis, Latimer + Halback to present landscape and hardscape.

The areas were discussed in terms of public and staff (private) usages and intent. Speaking to the hardscape, Mr. Latimer discussed materials and the thought went into its use, specifically mentioning elevated planters, integrated benches, exposed aggregate concrete, decorative concrete, screen walls, lighted bollards, etc.

Speaking to the landscaping, Mr. Latimer discussed the use of native plants, shade trees, and the planting palette's use of bald cypress, crape myrtles, Dahoon holly, etc., further discussing the landscaping palette's nod to Greek Medicine and story telling of the hospital.

Having concluded their presentation, Chair Ott called for Board Member questions of the applicant.

Board Member Deiuliis: requested additional discussion on the rotunda entry. Speaking to slide 6 of their presentation, Mr. Latimer provided additional information. Member Deiuliis provided clarification, including concerns regarding lighting and safety.

Board Member Craig inquired about shade and canopy coverages. Mr. Latimer addressed the question citing location and amount of shade trees.

Brett James, Director of Planning and Development, inquired about pedestrian traffic through the campus. Mr. Lee addressed citing the heavy pedestrian traffic throughout the Baptist campus. Mr. James clarified his question, inquiring about pass-through pedestrian traffic. Mr. Parola addressed, referencing lack of connectivity between the campus and the Riverwalk.

The Chair asked for a motion regarding the Conceptual Approval for DDRB Application 2024-009.

**Motion:** Secretary Dawson moved to approve the minutes as presented.

**2<sup>nd</sup>:** Board Member Craig seconded the motion.

**Conceptual Approval was approved: 6 ayes, 0 nays and 0 abstain.**

The Chair asked for a motion regarding the Final Approval for DDRB Application 2024-009.

**Motion:** Secretary Dawson moved to approve the minutes as presented.

**2<sup>nd</sup>:** Board Member Deiuliis seconded the motion.

**Final Approval was approved: 6 ayes, 0 nays and 0 abstain.**

### **III. OLD BUSINESS**

None.

### **IV. NEW BUSINESS**

None.

### **V. PUBLIC COMMENTS**

None.

### **VI. ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at approximately **2:45 p.m.**

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*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 Guy Parola at 904-255-5305 or [gparola@coj.net](mailto:gparola@coj.net).*