



**Downtown Investment Authority
Retail Enhancement Review Committee
(Revised January 5, 2015) AGENDA
City Hall at St. James, 117 W. Duval Street
Third (3rd) Floor, Conference Room C
Wednesday, January 7, 2015 – 9:00 AM**

MEMBERS:

James Bailey, Committee Chair
Jack Meeks, Committee Member
Kay Harper-Williams, Committee Member

I.	CALL TO ORDER – Chairman Bailey
II.	Program Overview – Aundra Wallace
III	ACTION ITEMS - Chairman Bailey <i>(Requires DIA Action and/or Approval)</i>
	A. REP Application 2014-001 (Urban Grind Coffee Co. Drew Bldg, 45 West Bay Street)
	B. REP Application 2014-002 (Jersey Mikes Subs, 76 S. Laura Street, 1 st Floor)
	C. REP Application 2014-003 (Shotgun Subs VII, LLC, dba Jimmy Johns Gourmet Sandwiches, Elks Building, 207 N. Laura Street, Suite 201)
	D. REP Application 2014-004 (New York Steam Laundry Building, 120 East Forsyth Street)
IV.	OLD BUSINESS – Chairman Bailey
V.	NEW BUSINESS – Chairman Bailey
VI.	PUBLIC COMMENTS – Chairman Bailey
VII.	ADJOURNMENT – Chairman Bailey
	Next Scheduled Meeting: TBD

Staff Distribution:

Aundra Wallace, DIA Chief Executive Officer
Guy Parola, DIA Redevelopment Manager
Tom Daly, DIA Redevelopment Analyst
Jim Klement, DIA& DDRB Redevelopment Coordinator
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
Retail Enhancement Program Committee
City Hall at St. James
117 West Duval St., 3rd Floor, Conference Room C**

Wednesday, January 7, 2015 9:00 a.m.

**REP Committee Meeting
MEETING MINUTES**

- Board Members Present:** Jim Bailey, Chair, Jack Meeks, Kay Harper Williams, and Oliver Barakat
- DIA Staff Present:** Aundra Wallace, Jim Klement, Guy Parola, Tom Daly and Karen Underwood
- Office of General Counsel:** None Present.
- Next meeting:** February 12, 2015

I. Call to Order – Chairman Bailey

A quorum was confirmed and Chairman Bailey called the review committee meeting to order at approximately 9:00 a.m.

II. Action Items

II.A. REP 2014-001

Jim Klement reviewed the project tracking number REP 2014-001 Urban Grind Coffee Company.

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER KAY HARPER WILLIAMS TO APPROVE URBAN GRIND COFFEE CO. DREW BLDG, 45 WEST BAY STREET. GRANT FOR \$17,000, SUBJECT TO:

- 1) APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTE 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.**

- 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 3-0)

II.B. REP 2014-002

Jim Klement reviewed the project tracking number REP 2014-002, Jersey Mike's Subs.

A MOTION WAS MADE BY BOARD MEMBER KAY HARPER-WILLIAMS AND SECONDED BY BOARD MEMBER MEEKS TO APPROVE JERSEY MIKES SUBS, 76 S. LAURA STREET, 1ST FLOOR GRANT FOR \$28,000, SUBJECT TO:

- 1) **APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTE 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.**
- 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 3-1) (BARAKAT)

II.C. REP 2014-003

Jim Klement reviewed the project tracking number REP 2014-003, Shotgun Subs VII, LLC, dba Jimmy Johns Gourmet Sandwiches.

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER KAY HARPER WILLIAMS TO APPROVE SHOTGUN SUBS VII, LLC'S GRANT FOR \$28,700, SUBJECT TO:

- 1) **APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTE 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.**

- 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 4-0)

II.D. REP 2014-004

Aundra Wallace reviewed the project tracking number REP 2014-004, New York Steam Laundry Building.

A MOTION WAS MADE BY AND SECONDED BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER KAY HARPER TO APPROVE A COLLATERALIZED 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.

4) APPLICANT MAY RECEIVE UP TO A 6 MONTH PERIOD EXTENSION TO COMPLY WITH FINAL PROGRAM DOCUMENT APPROVAL AND DIA EXECUTED AGREEMENTS.

(MOTION PASSED UNANIMOUSLY 4-0)

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. PUBLIC COMMENTS

John Nooney discussed potential for a kayak launch next to the Duval County School Board Building.

VI. ADJOURNMENT

The meeting adjourned at 11:00 a.m.