



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

Thursday, November 14, 2024, 2:00 p.m.

MEETING MINUTES

Board Members (BMs) Present: Linzee Ott (Chair); Joana Berling, Vice Chair; Carl Dawson, Jr., Secretary; Matt Brockelman (Zoom); Ennis Davis; Peter Deiuliis; Joe Loretta

Board Members Excused: Fred Jones; Kevin Craig

City Council: The Honorable Chris Miller

DIA Staff Present: Guy Parola, DIA, Operations Manager; Ava Hill Administrative Assistant.

Ex-Officio: Brett James, Planning and Development Department

Office of General Counsel: Terrence 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 SEPTEMBER , 2024, DDRB REGULAR MEETING MINUTES

The Chair asked for a motion regarding the September 12th regular meeting minutes. Board Member Dawson motioned to move the meeting minutes as presented. Board Member Davis seconded the motion.

The September 12, 2024 meeting minutes were approved: 6 ayes, 0 nays and 0 abstain.

B. FORM 8B: VOTING CONFLICT DISCLOSURES

The Chair explained that voting conflict disclosures would be announced at the top of each meeting as opposed to at the time each item is heard.

Board Chair Ott stated that she has one conflict to file.

C. DDRB 2024-006 PEARL STREET DISTRICT BLOCK N5 FINAL REVIEW

Guy Parola, DIA Staff, provided an overview of the request and location. Following this brief overview, Mr. Parola turned the presentation over to the applicant.

On behalf of the Applicant, Cyndy Trimmer, Esq., together with Nicole Renner and Justin Gravatt of Gateway, provided a detailed presentation.

Mr. Gravatt stated that Gateway is in the process of assembling the civil set and with the intention to submit for engineering review in December 2024; building permit submittal in February 2025; and anticipating commencement of construction at or by the second quarter of 2025.

Formally beginning the presentation on behalf of the Applicant, Ms. Trimmer, Esq., spoke to the site plan and streetscape improvements. Ms. Trimmer then provided a summary of Conceptual Approval previously granted by DDRB then spoke to specifics of their request for final approval, which included:

- Discussion on glazing and transparency, specifically calling out new “store front” improvements;
- Preservation of existing interesting architectural building features, specifically discussing the preservation of the lighthouse element; and
- Building materiality, specifically discussing decorative wall cladding, brick banding, etc., and provided the DDRB with a material board for illustrative purposes.

Following the conclusion of Ms. Trimmer’s presentation, Mr. Parola provided the DDRB with staff’s recommendation, including a discussion on how the Applicant addressed prior recommendations and conditions as approved by the DDRB at Conceptual Review.

Following the conclusion of staff’s recommendation report, the DDRB members asked question of the Applicant and staff [a transcript of those discussions may be requested via email avah@coj.net].

Motion: Board Member Dawson motioned to approved DDRB 2024-006 as recommended by staff.

2nd: Board Member Berling seconded the motion.

Following discussion by the DDRB:

DDRB Application 2024-006 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 **2:30 p.m.**

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.