



## Downtown Development Review Board

Hybrid Virtual In-Person Meeting  
Thursday December 10, 2020 at 2:00PM

### BOARD MEMBERS

**Trevor Lee**, Chairman

J Brent Allen, Esq., Vice Chairman

Brenna Durden, Esq., Secretary

Christian Harden, Board Member

Frederick Jones, Board Member

Matt Brockelman, Board Member

Joseph Loretta, Board Member

Craig Davisson, Board Member

William J. Schilling Jr., Board Member

**Note:** *The City of Jacksonville and the Downtown Investment Authority are committed to making its website compliant with all state and federal laws, as well as accessible to as many people as possible. The City is currently developing a procedure to make all documents posted on the City's website readable via screen reader. In the meantime, public records that are not currently accessible via screen reader will not be posted to the City's website. To obtain the application materials for tab II.B., tab II.C., or tab II.D. please email Ina Mezini at [RMezini@coj.net](mailto:RMezini@coj.net).*

#### I. CALL TO ORDER

#### II. ACTION ITEMS

A. Approval of the November 12, 2020 DDRB Regular Meeting Minutes

B. DDRB 2020-022: Central Fire Station Conceptual Approval  
Applicant: Brooke Robbins

C. DDRB 2020-018: 600 Park Street Conceptual Approval  
Applicant: Cyndy Trimmer

D. DDRB 2019-016: Independent Life Final Approval  
Applicant: Tom Hurst

E. Resolution 2020-12-01: DDRB Bylaw Amendment

#### III. OLD BUSINESS

#### IV. NEW BUSINESS

Staff Report on Signage

#### V. PUBLIC COMMENTS

#### VI. ADJOURNMENT

*Please be advised that this will be a hybrid virtual in person meeting. Attendees may participate in person or virtually.*

[CONTINUED ON FOLLOWING PAGE]

**PHYSICAL LOCATION**

Jacksonville Public Library-Main Library/Downtown  
303 North Laura Street  
Multipurpose Room (located in the Conference Center)  
Jacksonville, Florida 32202

At present, all visitors are subject to a COVID-19 screening upon entering a City of Jacksonville building. In addition, a mandatory face covering requirement is in place for all public buildings pursuant to Emergency Executive Proclamation 2020-005.

**Directions to Multipurpose Room:** Upon entering Laura Street entrance to the Library, follow directions and signage for temperature check, then proceed into the Main Library. Walk counterclockwise around the grand staircase and you will see signs for the public elevators. Take the elevator down to level C for Conference Level. Exit the elevator and follow hallway out. Turn left out of the hallway and proceed through glass doors into Conference Center. The Multipurpose Room is the first room on the left.

**VIRTUAL LOCATION**

Interested persons desiring to attend this meeting virtually can do so via Zoom (including by computer or telephone) using the following meeting access information:

**By Computer**

<https://zoom.us/j/98596868344?pwd=bFJ1UEhrMmJ2SGNoKzNCdndzTmZLdz09>

**Meeting ID: 985 9686 8344**

**Passcode: 698693**

**One tap mobile**

+1 (646) 558-8656 (New York)

+1 (312) 626-6799 (Chicago)

**Find your local number:** <https://zoom.us/u/avyAuMLXj>



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

*Thursday, December 10, 2020, 2:00 p.m.*

**MEETING MINUTES**

**Board Members Present:** T. Lee, Chair; B. Durden, Esq. Secretary; C. Harden; B. Schilling; J. Loretta; M. Brockelman; C. Davisson and F. Jones.

**Board Members Excused:** B. Allen, Esq, Vice Chair

**DIA Staff Present:** Guy Parola, Operations Manager, Lori Radcliffe-Meyers, Redevelopment Coordinator, Ina Mezini, Marketing and Communications Specialist, and John Crescimbeni, Contract and Regulatory Compliance Manager.

**Representing Office of General Counsel:** Susan Grandin.

**I. CALL TO ORDER**

**Meeting Convened: 2:02 p.m.**

Chairman Lee called the meeting to order at 2:02 p.m. Chairman Lee commented on holding a hybrid meeting. Chairman Lee walked through the procedures for anyone participating by Zoom.

**II. ACTION ITEMS**

**A. APPROVAL OF THE NOVEMBER 12, 2020 DDRB MEETING MINUTES**

**A MOTION WAS MADE BY BOARD MEMBER SCHILLING AND SECONDED BY BOARD MEMBER BROCKELMAN APPROVING THE NOVEMBER 12, 2020 DDRB MINUTES.**

**THE MOTION PASSED 7-0-1 (DURDEN WAS ABSENT).**

**B. DDRB 2020-022: CENTRAL FIRE STATION CONCEPTUAL APPROVAL APPLICANT – BROOKE ROBBINS**

Lori Radcliffe-Meyers reported that DDRB Application 2020-022 is requesting Conceptual Approval to redevelop the Central Fire Station located at 30 E Adams Street.

Chairman Lee asked for the applicant presentation.

Brooke Robbins, the Applicant/Agent presented the Central Fire Station.

Chairman Lee called for Public Comment.

No public comment.

Chairman Lee called for Board comment.

The Board discussed the project. There was concern regarding the applicants want to remove an existing tree along Adams Street.

The applicant discussed the issues.

The Board members continued the discussion.

Chairman Lee called for a motion.

**A MOTION WAS MADE BY BOARD MEMBER BROCKELMAN AND SECONDED BY BOARD MEMBER HARDEN RECOMMENDING CONCEPTUAL APPROVAL OF DDRB APPLICATION 2020-022 WITH THE FOLLOWING RECOMMENDATIONS:**

- (A) Prior to submittal for final review, the developer shall meet with staff to:
  - i) identify any deviations sought;
- (B) At final review, the developer shall provide enough detail so as to illustrate that the “Pedestrian Zone” meets the definition of such in the Ordinance Code, and meets the various requirements and design / amenity features for the “Pedestrian Zone;”
- (C) Streetlights, benches and street furnishings shall be placed in the Amenity Area. Street furnishings (e.g. benches, trash receptacles) shall be in accordance with the Downtown Streetscape Design Guidelines.
- (D) Redesign of the Streetscape along Adams Street to include retaining the Quercus virginiana and the addition of a second shade tree, which meets the definition of such.

**THE MOTION PASSED UNANIMOUSLY 8-0-0.**

**C. DDRB 2020-018: 600 PARK STREET CONCEPTUAL APPROVAL APPLICANT: CYNDY TRIMMER**

Lori Radcliffe-Meyers reported that DDRB Application 2020-018 seeks Conceptual Approval for a six-story Home 2 Suites hotel with an associated surface parking lot.

Chairman Lee asked for the applicant presentation.

Cyndy Trimmer, the Applicant/Agent presented the 600 Park Street project.

Doug Skiles presented the site plan.

Eric Casper presented the elevations.

Cyndy Trimmer continued to speak regarding the project.

Kelly Slay, Hotel Operator, spoke on the project.

Chairman Lee called for Public Comment.

Steve Congro spoke on the project.

Manish Kothari spoke on the project.

Chairman Lee called for Board comment.

The Board members discussed the project.

Board member Schilling spoke about a conflict and recused himself from the vote.

Cyndy Trimmer spoke to the Boards comments.

Eric Casper spoke to the Boards comments.

Board members provided additional feedback.

Doug Skiles addressed the comments.

Kelly Slay spoke to the comments.

Additional Board member comment.

Chairman Lee called for a motion.

Susan Grandin, OGC, spoke regarding the deviations.

The Board continued the discussion.

**A MOTION WAS MADE BY BOARD MEMBER DAVISSON AND SECONDED BY BOARD MEMBER HARDEN RECOMMENDING APPROVAL OF DDRB APPLICATION 2020-018 WITH THE FOLLOWING RECOMMENDATIONS:**

- (A) Prior to submittal for final review, the developer shall meet with staff to:
  - ii) identify any deviations sought;
- (B) At final review, the developer shall provide enough detail so as to illustrate that urban open space meets the definition of such in the Ordinance Code, and meets the various requirements and design / amenity features for urban open space;

- (C) Elevate the Architectural Design of the proposed Home 2 Suites;
- (D) Further development of the interior parking spaces, totaling 15, along Chelsea Street to create additional programming/activation of the parcel including the enhancement of the bioswale;
- (E) At final review, the developer shall provide enough detail so as to illustrate that the “Pedestrian Zone” meets the definition of such in the Ordinance Code, and meets the various requirements and design/amenity features for the “Pedestrian Zone;”
- (F) Streetlights, benches and street furnishings shall be placed in the Amenity Area. Street furnishings (e.g. benches, trash receptacles) shall be in accordance with the Downtown Streetscape Design Guidelines.

**THE MOTION PASSED 7-0-1 (SCHILLING OBSTAINED).**

**D. DDRB 2019-016: INDEPENDENT LIFE FINAL APPROVAL – APPLICANT:  
TOM HURST**

Lori Radcliffe-Meyers reported that DDRB Application 2019-016 seeks Final Approval for the adaptive reuse of the Independent Life Building.

Chairman Lee asked for the applicant presentation.

Tom Hurst, the Applicant/Agent presented the Independent Life Building adaptive reuse.

Doug Skiles spoke on the site plan.

Tom Hurst continued the presentation.

Chairman Lee called for Public Comment.

No public comment.

Chairman Lee called for Board comment.

The Board members discussed the project.

The Board discussed the multiple driveways along Church Street.

Tom Hurst discussed the Board comments.

Doug Skiles addressed the Board comments.

Chairman Lee called for further Board discussion.

The Board continued to discuss the parking lot and the multiple driveways.  
Chairman Lee called for a motion.

**A MOTION WAS MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER BROCKELMEN RECOMMENDING APPROVAL OF DDRB APPLICATION 2019-016 WITH THE FOLLOWING CONDITION AND DEVIATION:**

- (A) If any further changes to the exterior of the building are required by the National Park Service, Historic Preservation Commission or Historic Preservation staff, the requirements will not be considered administrative and the project will be brought back to DDRB for approval;
- (B) Deviation to Sec. 656.361.6.2.L. – Screening and Landscaping of Surface Parking, Trash, Storage and Loading Areas to allow for a reduction in the required square footage of landscape provided from 10’ of landscape for every linear foot of street frontage to 3.45’ of landscape provided along Duval Street and 2.61’ of landscape provided along Church Street.

**THE MOTION PASSED 7-1-0. (LORETTA OPPOSED).**

**E. RESOLUTION 2020-12-01 BYLAWS AMENDMENT**

Susan Grandin, OGC, presented Resolution 2020-12-01.

Chairman Lee asked for Board comment.

The Board discussed the amendment.

**A MOTION WAS MADE BY BOARD MEMBER BROCKELMAN AND SECONDED BY BOARD MEMBER JONES RECOMMENDING APPROVAL OF RESOLUTION 2020-12-01.**

**THE MOTION PASSED 7-0-1. (HARDEN WAS ABSENT).**

**III. OLD BUSINESS**  
**None**

**IV. NEW BUSINESS**

Lori Radcliffe-Meyers provided an overview of the staff report on the status of signs in the Downtown Overlay.

Chairman Lee thanked staff for putting together the information.

**V. PUBLIC COMMENTS**

None

**VI. ADJOURNMENT**

There being no further business, Chairman Lee adjourned the meeting at approximately 4:33 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 Ina Menzini at 904-255-5693 or RMezini@coj.net.