



**Downtown Investment Authority
Retail Enhancement Review Committee
AGENDA**

*City Hall at St. James, 117 W. Duval Street
Third (3rd) Floor, Conference Room C
Thursday, August 20 2015 – 10:30 AM*

MEMBERS:

James Bailey, Committee Member
Jack Meeks, Committee Member

I.	CALL TO ORDER – Committee Member Bailey
II.	PROGRAM OVERVIEW – Aundra Wallace
III	ACTION ITEMS – Committee Member Bailey <i>(Requires Action and/or Approval)</i>
	A. June 24, 2015 REP Committee Meeting Minutes
	B. REP Application 2015-006 Burrito Gallery Restaurant
IV.	OLD BUSINESS – Committee Member Bailey
V.	NEW BUSINESS – Committee Member Bailey
VI.	PUBLIC COMMENTS – Committee Member Bailey
VII.	ADJOURNMENT – Committee Member 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

DIA Council Liaison, Lori N. Boyer, Council Member District 5
Karen Underwood, DIA Executive Assistant
James Crofts, Public Information Office



**Downtown Investment Authority
Retail Enhancement Program Committee
City Hall at St. James
117 West Duval St., 3rd Floor, Suite 310
Thursday, August 20, 2015 - 10:30 a.m.**

REP Committee Minutes

Board Members Present: Jim Bailey, DIA Chair and Jack Meeks, REP Committee Chair

DIA Staff Present: Jim Klement, Guy Parola, Tom Daly and Karen Underwood

Office of General Counsel: Not Present

Office of the Mayor: Johnny Gaffney and Latanya Peterson

Next meeting: TBD

I. Call to Order – Chairman Meeks

A quorum was confirmed and Committee Chairman Meeks called the review committee meeting to order at approximately 10:30 a.m.

DIA Chairman Bailey requested an update and overview of the entire project be provided along with an aerial view. Committee Chairman Meeks requested the statistics be provided that showed total jobs, total square footage, and disbursements of funds. Mr. Parola will provide it to the Board at a later date.

II. Action Items

A. Approval of June 24, 2015 REP Meeting Minutes

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER MEEKS TO APPROVE THE JUNE 24, 2015 REP MEETING MINUTES. THE MINUTES WERE APPROVED UNANIMOUSLY 2-0.

B. REP 2015-006 – BURITTO GALLERY RESTAURANT.

Staff provided an overview of application REP 2015-006, Burrito Gallery Restaurant located at 21 East Adams Street, Suite 100.

REP Application 2015-006 specifics are identified below:

Square Feet: 3,950 Square Feet

Total Improvement Costs:	\$233,710
Applicant Requested:	\$73,000
Applicant Investment:	\$32,000
Program Funding Request:	\$73,000

A handout of the Staff Report and Evaluation Criteria were provided in the meeting packet.

The Board made relative comments regarding the Application REP 2015-006.

Committee Chairman Meeks reminded the applicant to attend the DIA Board Meeting.

Johnny Gaffney pointed out as an experienced Council Member that it is a very good policy for the applicant to be available. Dr. Gaffney noted he used to inform the Council that all of the work is done in the Committee meetings and he commended Mr. Bailey on his wealth of experience. The Mayor's office is very impressed. He stated that the Retail Enhancement Program could be used a model for Northwest Trust Fund.

Mr. Shawn Lednick project applicant shared information regarding the Burrito Gallery. He noted that the restaurant will be open on Sundays as well. Due to the reopening of the Jessie Ball duPont center, they will be opening early for breakfast.

Committee Chairman Meeks called for comments from the public and noted that no comments from the public had been received.

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER BAILEY TO APPROVE REP APPLICATION 2015-006 BURRITO GALLERY, 21 EAST ADAMS STREET, SUITE 100 FORGIVABLE LOAN FOR \$73,000 SUBJECT TO CONDITIONS AS NOTED IN STAFF REPORT.

(THE MOTION PASSED UNANIMOUSLY 2-0)

III. OLD BUSINESS

DIA Chairman Bailey asked to invite Public Works to attend the next DIA Board Meeting to share information with regards to garbage pickup. Mr. Lednick stated that trash needs to be picked up every day. DIA Chairman Bailey reiterated about trash on the streets when businesses are open at night. Trash cannot be put out at 1:30 am in hopes that it is picked up in the morning and noted the workers coming in the morning do not want to walk past garbage cans.

IV. NEW BUSINESS

DIA Chairman Bailey has requested another committee member be asked to be on the Retail Enhancement Committee. Dr. Gaffney asked that he follow up with him as he is responsible for the Boards and Commissions.

V. PUBLIC COMMENTS

NONE

VI. ADJOURNMENT

There being no further business, Committee Chairman Meeks adjourned the meeting at approximately 11:00 a.m.

The next meeting will be determined

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Karen Underwood, at (904) 630-3492 or by email at karenu@coj.net