



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

Thursday, January 11, 2024, 2:00 p.m.

MEETING MINUTES

Board Members (BMs) Present: L. Ott (Acting Chair / Vice Chair); G. Monahan (Secretary); J. Berling; E. Davis; C. Dawson and J. Loretta

Board Members Excused: M. Brockelman; F. Jones; and T. Lee

DIA Staff Present: Susan Kelly, Redevelopment Coordinator; and Ava Hill, Administrative Assistant

Office of General Counsel: Carla Lopera, Esq.

I. CALL TO ORDER

Acting Board Chair Ott called the meeting to order at **2:00 p.m.** Ms. Ott welcomed new Board Member Carl Dawson and called for introductions from Board Members and Staff.

II. ACTION ITEMS

A. APPROVAL OF THE NOVEMBER 9, 2023 DDRB REGULAR MEETING MINUTES

The Chair asked for a motion regarding the December 14th meeting minutes. Board Member Monahan made a motion to move the meeting minutes, and Board Member Loretta seconded the motion.

The December 14, 2023 meeting minutes were approved, 6-0.

B. DDRB APPLICATION 2024-001: KASPER ARCHITECTS CORPORATE OFFICE, FINAL REVIEW

Chairperson Ott opened the public hearing. Susan Kelly with the DIA gave the staff report, recommending approval of DDRB Application 2024-001.

Seeing no questions from the Board for staff, Ms. Ott asked for the applicant's presentation. Erik Kasper, with Kasper Architects, presented the façade renovation project.

Board Member Berling asked about the material for the parapet cap at the roofline, and Mr. Kasper confirmed that it is an up lit, painted stucco cap. Board Member Loretta asked about the location of the mechanical equipment. Mr. Kasper responded that the mechanical equipment is on the roof, towards the interior of the lot, and is mostly screened by the parapet roof. Board

Member Dawson asked about signage for the building, and Mr. Kasper responded that signage would be taken up separately.

The Chair asked for public comment. Seeing none, she closed the public hearing.

Board Member Monahan moved the item; Board Member Loretta seconded the motion. Board discussion of the project was very favorable, and the brickwork shown in the proposal was appreciated by Board Members.

Seeing no further discussion, the Chair called for a vote.

DDRB Application 2024-001 was approved, with a vote of 6-0.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Ms. Kelly introduced an idea with the intent of saving paper. The idea being that Board Members could access applicant presentations on the laptops provided, as opposed to having the applicant provide copies for each member of the Board. Ms. Kelly asked that the Board consider this idea, and send her any additional ideas.

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

There being no further business, Chairperson Ott adjourned the meeting at approximately **2:17 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 Susan Kelly at 904-255-5307 or ksusan@coj.net.