



Downtown Investment Authority
Regular Meeting

City Hall at St. James
117 West Duval St., Lynwood Roberts Room

Wednesday, January 28, 2015 - 3:00 p.m.

DIA Meeting
MEETING MINUTES

Board Members Present: Oliver Barakat, Chairman; Jack Meeks, Vice Chairman; Craig Gibbs, Secretary; Jim Bailey; Melody Bishop; Doris Goldstein and Kay Harper-Williams

Board Members Absent: Tony Allegretti and Robert Clements

Office of General Counsel: Lawsikia Hodges

Council Member: Lori Boyer

Attendees: Aundra Wallace, DIA Chief Executive Officer; Guy Parola, DIA Redevelopment Manager; Tom Daly, DIA Redevelopment Analyst; Jim Klement, DIA Development Coordinator; and Karen Underwood, DIA Executive Assistant

I. CALL TO ORDER

Chairman Barakat convened the regular meeting to order and the board members introduced themselves for the record at approximately 3:00 p.m.

II. ACTION ITEMS

A. APPROVAL OF DECEMBER 17, 2014 REGULAR MEETING MINUTES

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER BISHOP APPROVING THE DECEMBER 17, 2014 DIA REGULAR MEETING MINUTES AS AMENDED.

THE MOTION PASSED UNANIMOUSLY 7-0.

B. APPROVAL OF RETAIL ENHANCEMENT PROGRAM COMMITTEE RECOMMENDATIONS:

Board Member Bailey presented four (4) applications recommendations for project applications reviewed at the January 7th meeting. CEO Wallace provided the specific recommendations.

- 1. REP APPLICATION 2014-001 – Urban Grid Company, Applicant Craig and Stacey Goldberg**

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER BISHOP APPROVING APPLICATION 2014-001 GRANT FOR \$17,000 TO URBAN GRIND COFFEE COMPANY SUBJECT TO:

- 1) APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED 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; AND**
- 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 7-0.

- 2. REP APPLICATION 2014-002 – Jersey Mike’s Subs, Applicant Michael Phillips**

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER MEEKS APPROVING APPLICATION 2014-002 GRANT FOR \$28,000 TO JERSEY MIKE’S SUBS SUBJECT TO:

- 1) APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED 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; AND**
- 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 6-1 (GOLDSTEIN)

- 3. REP APPLICATION 2014-003 – Shotgun Subs VII, LLC, d/b/a/ Jimmy John’s Gourmet Sandwiches, Applicant Shotgun Subs VII, LLC.**

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER MEEKS APPROVING

**APPLICATION 2014-003 GRANT FOR \$28,700 TO SHOTGUN SUBS VII. LLC
D/B/A/ JIMMY JOHN'S GOURMET SANDWICHES SUBJECT TO:**

- 1) APPLICANT TO OBTAIN APPROPRIATE PERMITS WITHIN 6 MONTHS OF FINAL PROGRAM DOCUMENT APPROVAL AND EXECUTED 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; AND**
- 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 7-0.

- 4. REP APPLICATION 2014-004 – New York Steam Laundry Building, Applicant LB Jax Development, LLC**

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER HARPER-WILLIAMS APPROVING APPLICATION 2014-004 COLLATERIALIZED 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; AND**
- 4) 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 7-0.

III. CHIEF EXECUTIVE OFFICER REPORT

- Ordinance 2014-0560: This legislation is slated to be heard in council committees during the week of February 2, 2015 and DIA were invited to attend.
- Jacksonville Landing Redevelopment/Design Vision Plan RFP: The RFP has been issued. Responses to the RFP are due February 18th.

IV. DOWNTOWN BRIEFING

Jim Klement provided the DDRB update and the next DDRB meeting will be determined in February 2015.

V. OLD BUSINESS

- Chairman Barakat stated the second historic building workshop is scheduled for February 11, 2015.
- Chris Flagg, President of Flagg Design Studios, provided an update of the Downtown historic designation(s) process.
- Councilwoman Boyer provided a summary of her meeting with Aundra Wallace regarding REV Grants.

VI. NEW BUSINESS

CM Boyer informed the members that she was chairing the Special Committee of Capital Improvements Projects and requested a DIA staff person to attend the CIP committee meetings.

VII. PUBLIC COMMENTS

- Will Morgan
- Rafael Caldera
- John Nooney
- Dick Jackson

VIII. ADJOURNMENT

Chairman Barakat adjourned the meeting at approximately 4:43 p.m.

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.