



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

*Thursday, September 14, 2023 2:00 p.m.*

**MEETING MINUTES**

**Board Members (BMs) Present:** M. Brockelman (Chair); L. Ott (Vice Chair); G. Monahan (Secretary); J. Berling (online); F. Jones; T. Lee; J. Loretta; and B. Schilling

**Board Members Excused:** C. Harden

**DIA Staff Present:** Susan Kelly, Redevelopment Coordinator; Guy Parola, Operations Manager; and Ric Anderson, Marketing Specialist

**Office of General Counsel:** Carla Lopera, Esq.

**I. CALL TO ORDER**

Board Chair Brockelman called the meeting to order at **2:00 p.m.** Mr. Brockelman asked for introductions from Board Members and staff and then explained that DDRB Application 2023-015, JTA O&M Facility, would be deferred.

**II. ACTION ITEMS**

**A. DDRB APPLICATION 2023-017: PEARL STREET DISTRICT MULTI-PHASE PLAN, CONCEPTUAL REVIEW**

Board Member Schilling had a voting conflict with the item, and Susan Kelly, with the DIA, read the conflict into the record. Ms. Kelly provided a staff report for the item and explained the multi-phase plan review process. Staff recommends approval of the conceptual review with 3 conditions.

Cyndy Trimmer, representing the owner, introduced the project and Bryan Moll, Gateway. Mr. Moll provided a presentation of the proposed site plan, as well as the overall vision for the project.

Chairperson Brockelman asked if Board Members had any questions. Board Member Ott asked the applicant about the timeline for the project. The applicant stated that the project was currently being reviewed by DIA for economic incentives. Seeing no other questions from the Board and no public comments, the Chair opened the floor for Board comments.

All Board Members regarded the plan favorably. Board Member Jones suggested, for consideration, converting the one-way streets to two-way and adding parking-protected bike lanes. Board Member Ott added that the applicant consider raising the intersection at Beaver and Pearl.

**A MOTION WAS MADE BY BOARD MEMBER MONAHAN TO APPROVE DDRB APPLICATION 2023-017 FOR CONCEPTUAL REVIEW, WITH STAFF CONDITIONS. THE MOTION WAS SECONDED BY BOARD MEMBER JONES.**

**THE MOTION PASSED 7-0; BM SCHILLING ABSTAINS.**

**B. DDRB APPLICATION 2023-018: MARINA SUPPORT BUILDING, CONCEPTUAL REVIEW**

Ms. Kelly provided a staff report for the item and stated that Staff recommends approval of the conceptual review with 3 conditions.

Cyndy Trimmer, representing the owner, introduced the project and the development team. Andrew Davis with Kasper Architects provided project specifics.

Chairperson Brockelman asked if Board Members had any questions. Board Member Monahan questioned the mirrored glass shown on the renderings. Mr. Davis responded that glazing specifics are to be determined. Board Member Loretta asked if a tenant had been selected. The applicant responded that it would likely be a local restaurateur, but one has not been selected yet. However, the applicant noted that they have worked with restaurateurs regarding the programming and operations of the restaurant space. Board Member Ott asked the applicant to walk the Board through the ADA access.

Seeing no more Board questions and no public comment, the Chair asked for a motion.

**A MOTION WAS MADE BY BOARD MEMBER MONAHAN TO APPROVE DDRB APPLICATION 2023-018 FOR CONCEPTUAL REVIEW, WITH STAFF CONDITIONS. THE MOTION WAS SECONDED BY BOARD MEMBER LORETTA.**

All Board Members regarded the plan favorably. Board Member Ott requested that the landscaping not overwhelm the pathway along the west elevation, adjacent to the bathrooms. Seeing no more comments, the Chair called for a vote.

**THE MOTION PASSED 8-0.**

**III. OLD BUSINESS**

None.

**IV. NEW BUSINESS**

**A. DDRB Officer Elections**

Per the DDRB by-laws, Chairperson Brockelman announced that the Nominating Committee met and produced the following slate of officers for the upcoming term: Board Member Ott continuing

in the position of Vice Chair and Board Member Monahan continuing as Secretary. Mr. Brockelman opened the floor for additional nominations by the Board. Seeing none, he called for a motion.

**A MOTION WAS MADE BY BOARD MEMBER SCHILLING TO APPROVE THE SLATE OF OFFICERS AS RECOMMENDED. THE MOTION WAS SECONDED BY BOARD MEMBER LORETTA.**

**THE MOTION PASSED 8-0.**

**V. PUBLIC COMMENTS**

None

**VI. ADJOURNMENT**

There being no further business, Chairperson Brockelman adjourned the meeting at approximately 3:05 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.*