



City Hall, 117 West Duval Street
3RD Floor Conference Room C

(Revised)

Wednesday, July 22, 2015 – 2:00 PM

Members:	Ex-Officio and Staff Distribution:
Rafael Caldera, Chairman	Bill Joyce, PW Chief Engineering & Construction
Craig Davisson, Vice-Chair	Terry Sandeen, PW, Traffic Operations Division
Wiatt Bowers, Secretary	Council Member, Albert Ferraro, Jax. Waterways Comm
Logan Rink, Board Member	Jacob Gordon, DVI, Ex-Officio Member
Carol Worsham, Board Member	Joel McEachin, Historic, Ex-Officio Member
Roland Udenze, Board Member	Michael Sands, PW/Dev. Mgt., Ex-Officio Member
Frederick Jones, Board Member	
Greg Bruce, Board Member	
Joseph P Loretta, Board Member	
Ex-Officio and Staff Distribution:	J. Keith Brown, JTA Representative
Aundra Wallace, DIA CEO	Jim Bailey, DIA Representative
Jim Klement, DDRB Development Coordinator	Jason Teal, Assistant General Counsel
Guy Parola, DIA Redevelopment Mgr.	Public Information Office, James Croft
Paul Crawford, OED Deputy Director	Karen Underwood, DDRB Executive Secretary
Alex Rudzinski, OED Director of Development	
I.	CALL TO ORDER – Chairman Caldera
II.	ACTION ITEMS – Chairman Caldera
	A. Approval of the May 28, 2015 Meeting Minutes
III.	INFORMATION/DISCUSSION ITEMS – Chairman Caldera
	A. Current By-Laws, Jason Teal, OGC - Review
	B. Community Redevelopment Plan/BID, Downtown Overlay Zone and Design Guidelines, -Staff Review
	C. DIA/DDRB Liaison, Update, -Staff Review
	D. DDRB Members Appointments and Discussion of Appointment Dates and Length of Service, -Staff Review
IV.	OLD BUSINESS – Chairman Caldera
V.	NEW BUSINESS – Chairman Caldera
VI.	PUBLIC COMMENTS – Chairman Caldera
VII.	ADJOURNMENT – Chairman Caldera
	Next Scheduled Meeting: TBD



Wednesday, July 22, 2015 - 2:00 p.m.

MEETING MINUTES

Board Members Present: Chairman R. Caldera, C. Davisson, C. Worsham, R. Udenze, F. Jones and J. Loretta

Board Members Not Present: W. Bowers, L. Rink, and G. Bruce

DIA Board Members Present: J. Bailey and M. Bishop

DIA Staff Present: Aundra Wallace, DIA CEO; Jim Klement, Staff Liaison; and Karen Underwood, Executive Secretary

Representing Office of City Council: Albert Ferraro, Jacksonville Waterways Commission

Representing Office of General Counsel: Jason Teal

I. CALL TO ORDER

A quorum was confirmed and Chairman Caldera called the meeting to order at approximately 2:07 p.m. He introduced Joseph Loretta the new DDRB Board Member.

Chairman Caldera asked anyone wishing to speak on a particular project to complete a public speaker card and reminded Board members to disclose if they had any ex-parte communication with any of the applicants presenting projects today or conflicts of interest prior to the item being addressed by the Board.

II. ACTION ITEMS

APPROVAL OF THE MAY 28, 2015 DDRB MEETING MINUTES

A MOTION WAS MADE BY BOARD MEMBER C WORSHAM AND SECONDED BY BOARD MEMBER J. LORETTA APPROVING THE MAY 28, 2015 DDRB MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY 5-0-0.

III. INFORMATION/DISCUSSION ITEMS

CEO Wallace was introduced and reported that the DDRB is an important part of everything that is done downtown and the DDRB is an important part of the Downtown Investment Authority. CEO Wallace noted that in February 2015, the Business Investment plan was undertaken with numerous meetings regarding different projects.

CEO Wallace noted that on August 5, 2015, the Governance committee will meet and explore a position of the DDRB Chairman to become an Ex-Officio Member to the Downtown Investment Authority Board. The Ex-Officio Member will be a part of the discussions and will report back to the DDRB by a memo to Jim Klement and disseminated to the DDRB with regards to report information from the DIA Board Meeting. On other matters, CEO Wallace encouraged the DDRB Members to attend the Landing Forum meetings to engage in one-on-one discussions with the Urban Design professionals. Jason Teal cautioned the members when the Landing project comes before the DDRB for Design Review, it will be a Quasi-Judicial hearing. The decisions have to be based only on evidence as presented at that hearing and that members must be cautious in terms of not taking a position on a particular item outside of a regular DDRB meeting.

DIA Chairman Jim Bailey in attendance at the meeting indicated the DIA is excited and looking forward to working closely with DDRB during review of projects.

CEO Wallace stated Board Member Melody Bishop will begin reviewing the Design Guidelines. He is looking into having a facilitator so as to capture the important items as discussed and get information to the DDRB for decisions and recommendations.

COMMUNITY REDEVELOPMENT PLAN/BID

CEO Wallace briefly discussed the Business Investment Development Executive Summary. He indicated there are multiyear projects that will be done in phases and is important that they are launched.

Projects currently being negotiated:

- Southbank project – developers have this project under contract with JEA and DIA is working with them on their preliminary plan. They are working on their design with a very good architect who is engaged and may be coming before DDRB as the design team develops the design for the site.
- North bank – an agreement is still in being negotiated across the river with the shipyards. Iguana Investments of Florida LLC is the owner that has an architectural firm that will be coming before the DDRB at some point and time.
- City Hall Annex – determinations will be made about what to do with those particular sites.
- City Hall Parking Lot – will be dealt with administratively.
- Northwest CRA – DIA is evaluating property is controlled between the State, JTA and the City for development opportunities.
- Infield projects are constantly being presented by developers and will be underway.
- Overhauling of the Design Guidelines is a priority.

CEO Wallace assured the board that the meetings will be increasing and is looking forward to working together.

Chairman Caldera noted that it is very important for the DDRB have a workshop with DIA and synchronize where they are going. CEO Wallace stated that a lot of the existing and earlier development plans and documents were rolled into the Business Investment Development Plan. He also noted the liaison relationships with other government entities were also addressed.

Board Member Bishop noted that she will convene a work task force to address the guidelines and make recommendations. The first workshop is to fulfill needs: general update for DDRB and intro/update for the Task Force members.

Board Member Davisson asked if the Municipal Code is subordinate to the Downtown Development plan, or do they still have both documents. Jason Teal, OGC, responded the City Council action will always trump any kind of administrative rules or policy-type documents and he noted that often times the policy-type documents are adopted by Ordinance. When dealing with a more detailed related document, it is usually better to make that an administrative rule, policy or Bylaw.

The next date for the DRI workshop will be held on June 30th at 9:00 a.m. in Conference Room C on the 3rd floor of City Hall.

CEO Wallace excused himself as he had to attend another meeting.

The Board discussed the 1999 Masterplan and DIA and DDRB Roles.

Chairman Caldera recommended that Urban Designers take the lead for the design review guidelines. Board Member Frederick Jones and Board Member Wiatt Bowers will be involved in the design review once the planning meeting has taken place. A subcommittee will be appointed to assist in the review process.

Chairman Caldera proposed changing the first meeting of the Design Guidelines Review from a workshop to a presentation.

Board Member Worsham asked if there was another document that has been submitted so that they are educated for the presentation. DIA Board Member Bishop responded no.

Board Member Udenza suggested gathering all of the contents, clean them up and have it posted on the website; and then the developers would not have to drive down to get the plan.

DIA Chairman Bailey pointed out that the DDRB is an arm of the DIA to help streamline and make the process easier. He welcomed the DDRB members to attend any of the DIA meetings to learn and understand more.

The members will be checking their calendars for a date that would work best for them.

DIA/DDRB LIASION UPDATE

The Chairman appointed himself as DIA/DDRB Liaison and said that a designee will be appointed at a later date. Jason Teal reported that will have to be presented to the DIA and voted on to accept an ex-officio member. Concerns were raised if is unable to attend a meeting. A recommendation was made for the designee to be a non-voting member. There is not an exofficio member of the DIA at this point. Jason Teal recommended having it referenced in the DDRB Bylaws. At the next meeting this will be an action item to discuss and possibly amend the Bylaws to add the DDRB Ex-Officio Member to the DIA, then vote on how that seat will be filled.

Board Member Worsham was excused at 3:30 p.m.

CURRENT BYLAWS

Jason Teal discussed the DDRB Bylaws to reflect amendments and discussed the sections below:

2.0 Powers and Duties:

- **2.7 Pre-Application Meetings.**

5.0 Committees:

- 5.4 Chair as Ex Officio Member

7.0 Deferrals:

- Tie votes

9.0 Code of Conduct

- 9.2 Ex parte communication

10.0 Consideration of Matters for final (Including conceptual).

- Exceptions

11.0 Public Meetings and Public Hearings:

14.0 Construction, Suspension and Amendment of Bylaws

15.0 New Member Orientation

- New members appointed to the Board shall receive an orientation, prior to attending first meeting.

Chairman Caldera suggested waiting until after the meeting with DIA to amend the Bylaws.

DDRB MEMBER APPOINTMENTS AND DISCUSSION OF APPOINTMENT DATES AND LENGTH OF SERVICE.

The members reviewed the DDRB Board Member listing sheet and discussed appointments and replacements.

DDRB members are appointed by the Mayor and affirmed by City Council.

Chairman Caldera commended Board Member Udenze for his continued attendance to the meetings until being replaced.

It was noted that Board Members F. Jones, W. Bowers and C. Worsham have submitted their applications to the Mayor's office for reappointment. Mr. Teal explained the process and informed the board about when terms are established; the seat is filled for the remainder of the first term which is only be a year or year and a half. Once reappointed a member can serve for 2 more consecutive terms.

IV. NEW BUSINESS

None

V. NEW BUSINESS

None

VI. PUBLIC COMMENT

None

VII. ADJOURNMENT

There being no further business, Chair Caldera adjourned the meeting at approximately 3:27 p.m.

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