



**Downtown Development Review Board (DDRB)**

**City Hall at St. James, 117 West Duval St.**  
**1<sup>st</sup> Floor, Lynwood Roberts Room**

*Thursday, August 2, 2012 - 2:00 p.m.*

<b>Members: Andy Sikes, Chairman</b>		<b>Ex-Officio and Staff Distribution:</b>	
Timothy Miller, Vice Chair		Don Robertson, Public Works, Urban Forester	
Montasser (Monty) Selim, Secretary		Bill Joyce, PW Chief Engineering & Construction Management	
James Bailey, Board Member		Richard Ball, PW, Traffic Operations Division	
Chris Flagg, Board Member		Don Redman, Member of Council, District 4	
Jonathan Garza, Board Member		Scott Shine, Jacksonville Waterways Commission	
Logan Rink, Board Member		James Boyle, JTA Representative	
Roland Udenze, Board Member		Vickie Drake, Ex-Officio Member	
John Fischer, Board Member		Terry Lorince, Ex-Officio Member	
		William Lyle, Ex-Officio Member	
<b>Ex-Officio and Staff Distribution:</b>		Joel McEachin, Ex-Officio Member	
Paul Crawford, JEDC Acting ED		Michael Sands, Ex-Officio Member	
Eric Lindstrom, JEDC Staff Liaison		David DeCamp, Public Information Office	
Jim Klement, JEDC Staff Liaison		Michelle Stephens, JEDC Recording Secretary	
Jason Teal, Assistant General Counsel			
<b>I. CALL TO ORDER – Chairman Sikes</b>			
<b>II. ACTION ITEMS – Chairman Sikes</b>			
Approval of the June 7, 2012 Meeting Minutes			
Approval of the June 14, 2012 Workshop Minutes			
DDRB 2012-009, JTA BRT Design / Location			
<b><u>Elect a Chairperson</u></b>			
<b><u>Chair Appoint Two Members to a Nominating Committee</u></b>			
<b>III. INFORMATION/DISCUSSION ITEMS – Chairman Sikes</b>			
<b>IV. OLD BUSINESS – Chairman Sikes</b>			
<b>V. NEW BUSINESS – Chairman Sikes</b>			
<b>VI. PUBLIC COMMENTS – Chairman Sikes</b>			
<b>VII. ADJOURNMENT – Chairman Sikes</b>			
Next Scheduled Meeting: Thursday, September 6, 2012 at 2:00 p.m.			



*Thursday, August 2, 2012 – 2 p.m.*

**MEETING MINUTES**

**Board Members Present:** Chairman A. Sikes, T. Miller, M. Selim, C. Flagg, L. Rink, R. Udenze, and J. Fischer

**Board Members Not Present:** J. Bailey, and J. Garza

**OED Staff Present:** Jim Klement, Staff Liaison; Eric Lindstrom, Staff Liaison; and Michelle Stephens, Recording Secretary

**Representing Office of General Counsel:** Jason Teal

**I. CALL TO ORDER**

Chairman Sikes called the meeting to order at approximately 2:10 p.m.

**II. ACTION ITEMS**

**APPROVAL OF THE JUNE 7, 2012 DDRB MEETING MINUTES**

**THE JUNE 7, 2012 DDRB MEETING MINUTES WERE APPROVED UNANIMOUSLY 6-0.**

**APPROVAL OF THE JUNE 14, 2012 DDRB WORKSHOP MINUTES**

**THE JUNE 14, 2012 DDRB WORKSHOP MINUTES WERE APPROVED UNANIMOUSLY 6-0.**

Board Member R. Udenze arrived after the approval of the June 14, 2012 DDRB Workshop Minutes.

**DDRB 2012-009, JTA BRT DESIGN / LOCATION**

Mr. Klement reviewed the project report dated August 2, 2012 for DDRB 2012-009, JTA BRT Design / Location. JTA is proposing improvements to the rights of way and streetscape within the Downtown Overlay District that include streetscape improvements as well as the design, location and construction of bus rapid transit elements. A typical shelter location includes two shelters, an informational sign, transit vending machines, waste receptacle and bicycle rack. The applicant, JTA, is requesting final approval for the following:

- 1) Bus shelter locations in the downtown area, 13 locations, 10 of which will use typical shelter elements, and three locations will incorporate new or existing building design approved by DDRB. Additionally, the applicant proposes streetscape improvements in compliance with designated streetscape standards.
- 2) Typical bus shelter design: 16 ft. long x 5 ft. wide, two shelters per location.
- 3) Suggested conditions may be attached to the deviation from approximately a three foot base by a 15 foot height, for a total of 45 square feet of sign area for route information signs (area deviation versus a height deviation).

It was noted that while 13 locations are proposed for approval today - the design being proposed today is only for the 10 locations and excludes the three locations that indicate “no shelter.”

Mr. Klement introduced Ms. Suraya Teeple and Mr. Neil Nance with JTA who provided an overview of the Bus Rapid Transit (BRT) - Phase One.

Ms. Teeple provided an overview of the first phase of the Bus Rapid Transit program. She advised that what they are proposing for the BRT shelters is the exact same manufacture and design as what the Board approved in 2010 (a photo was provided to show transparency of the downtown shelters). The color and background panels are primarily what would be different in the BRT shelters.

Referencing the logo “MAX” (Metropolitan Area Express), Ms. Teeple advised that branding is a requirement as part of the FTA New Starts Transit Program, which means it has to be a branded service, it has to operate every 10 minutes in the peak hours and 15 minutes in the off peak, it has to be an easy to understand system (sometimes referred to as rail on wheels). JTA’s will be a gold bus with “MAX” on it, coming to the gold stations (you will know where the station is, you will know it is coming every 10 minutes and you will know where it is going) and then you will make your connection to a local or community shelter if you want to reach areas outside of the corridor or you can get off at one of the major activity centers that will be serviced.

Mr. Nance reviewed the BRT shelter design and amenities, proposed station layouts, streetscape, and specific bus stop locations.

1. \*Kings Avenue Station, **no shelter**
2. Riverplace Boulevard (EB)
3. Riverplace Boulevard (WB)
4. Museum Circle (EB)

5. Museum Circle (WB)

- Will follow the LaVilla streetscape (near Friendship Fountain that followed LaVilla streetscape) and will not match what is across the street (Museum Circle EB), but will match the other station, which is LaVilla streetscape.

6. Bay Street @ Intermodal Center (WB), **no shelter**

- Will have a canopy design that once completed will be presented to the board.

7. Bay Street @ Jefferson Street (WB)

- Will follow the LaVilla streetscape, which is already in the area. JTA will replace any damage during construction with new materials.

8. Forsyth Street @ Intermodal Center (EB), **no shelter**

- Location no longer valid. JTA will be putting the stop inside of JTA's convention center (similar to what JTA did at the Kings Avenue Station). Will add a bay similar to Kings Avenue Station) to existing bays. Will be inside the station and not on the roadway.

9. Forsyth Street @ Jefferson Street (EB)

- Similar to the other stops except JTA is proposing to install a signal feature. As the traffic is coming out of Forsyth St., and a bus is ready to leave, it will pull up to a loop in the road - trigger the signal to stop cars. The bus will pull out into the left lane to make a left on Broad Street and after the bus clears, the signal will change and allow traffic to proceed.

10. Broad Street @ the Courthouse (NB)

- JTA is implementing the design. Plan is for FTA to fund the project, and if they don't, JTA will build what they can.

11. Jefferson Street @ the Courthouse (SB)

- JTA is implementing streetscape on both sides of the road (Jefferson St. and Broad St.).

12. Jefferson Street @ LaVilla School (SB)

- New development on Jefferson and Broad. Waiting on answer from City of Jacksonville. A request has been made to make the lanes be 24/7 and shared bus and bike as well. A meeting is scheduled for next week with parking, bicycle folks, and city engineering.

13. Broad Street @ LaVilla School (NB)

- JTA doing the streetscape work on the west side of the road as requested by DDRB staff.

\*Interim location in vicinity of existing bus stops at Kings Ave. Station. Permanent location, underneath I-95 Bridge south of Kings Ave. Station.

It was noted that three BRT stop locations will not have shelters.

- #1A - Kings Avenue Station (temporary location) - located under a bridge that will provide shelter. This is an interim location while #1 will be located at the Kings Convention Center Station when it is constructed.
- #6 - Bay Street (@ Intermodal Center WB) - will be under a canopy that is being designed and will be presented to the DDRB at a later date.
- #8 - Forsyth Street (@ Intermodal Center EB) - will be under a canopy that is being designed and will be presented to the DDRB at a later date.

There was confusion and discussions regarding two #1 BRT locations near the King's Avenue Station. Mr. Nance explained that one stop will be built under the Overland Bridge - the bridge will act as the canopy so no shelter will be needed (there will be benches, trash cans, etc.). Once the overland bridge is complete, the bay will stay in place and the stop will convert from a BRT stop to a regular bus stop.

Clarification on the color was requested because what was shown in the PowerPoint presentation differed from the handout. Ms. Teeple commented that it is supposed to be a gold color. She will verify the exact color and get back to the board.

Ms. Teeple advised that the totem is needed and part of the brand. They are requesting the 15 feet in height because they want it above the 10 foot maximum height for the shelter. They want the totem to be visible so that it is an easily identifiable brand. The totem will have an overall information map, and possibly touch screen information, and will be two-sided. It was noted that material for the totem was not provided.

The height of the totem was discussed noting that the canopy for the BRT shelter is nine feet tall and the totem sign is being proposed for 15 feet in height. The overall consensus of the Board was that the proposed 15 feet was extreme. The Board agreed that 12 feet in height would be acceptable.

**A MOTION WAS MADE BY BOARD MEMBER UDENZE AND SECONDED BY BOARD MEMBER SELIM GRANTING APPROVAL OF THE BRT SHELTER DESIGN AND LOCATIONS. THE MOTION PASSED UNANIMOUSLY 7-0.**

**A MOTION WAS MADE BY BOARD MEMBER UDENZE AND SECONDED BY BOARD MEMBER MILLER GRANTING CONDITIONAL APPROVAL FOR THE FREE-STANDING INFORMATIONAL SIGN ASSOCIATED WITH THE LOCATIONS, NOT TO EXCEED 12 FEET IN HEIGHT AND THREE FEET IN WIDTH, SUBJECT TO FINAL DDRB APPROVAL OF THE COLOR, MATERIAL AND LIGHTING OF THE SIGN PRIOR TO INSTALLATION. THE MOTION PASSED UNANIMOUSLY 7-0.**

### SELECTION OF NEW CHAIR

Per Section 4.0 of the DDRB Bylaws, the Board discussed the selection of a new Chair. Chair Sikes opened the floor for any nominations of Chair.

Chairman A. Sikes recommended Board Member T. Miller (current Vice Chair).

Board Member M. Selim (current Secretary) nominated current Chair A. Sikes for another one year term. Chair A. Sikes asked that the nomination be withdrawn.

Board member T. Miller recommended Board Member M. Selim. Board Member M. Selim chose to decline because he is out of town a lot.

Board Member M. Selim recommended Board Member L. Rink.

By a majority vote of six to zero (6-0), Board Member T. Miller was selected to serve as Chair for the next annual term effective immediately.

Per Section 4.2 of the DDRB Bylaws, newly elected Chair T. Miller appointed Board Member J. Fischer and Board Member L. Rink to serve on the Nominating Committee. The Nominating Committee will meet to discuss a slate for Vice Chair and Secretary prior to the September 6, 2012 DDRB meeting. At the September 6, 2012 DDRB meeting, the slate will be presented to the Board as a whole.

### AUGUST 14, 2012 NOMINATING COMMITTEE MEETING

**Board Members Present:** Chairman T. Miller, L. Rink and J. Fischer

**OED Staff Present:** Michelle Stephens, Recording Secretary

**Representing Office of General Counsel:** Jason Teal

Chairman Miller called the meeting to order at approximately 2:12 pm.

Per Section 4.2 of the DDRB Bylaws, the Nominating Committee met on August 14, 2012, to discuss a slate for Vice Chair and Secretary to be presented to the Board as a whole at the DDRB September 6, 2012 regular meeting.

**A MOTION WAS MADE BY BOARD MEMBER RINK AND SECONDED BY BOARD MEMBER MILLER NOMINATING BOARD MEMBER FISCHER AS VICE CHAIR OF THE DDRB. THE MOTION PASSED UNANIMOUSLY.**

**A MOTION WAS MADE BY BOARD MEMBER FISCHER AND SECONDED BY BOARD MEMBER MILLER NOMINATING BOARD MEMBER RINK AS SECRETARY OF THE DDRB. THE MOTION PASSED UNANIMOUSLY.**

Board Member Rink mentioned that he is working on a project with J. Garza and would approach him when he sees him again soon to ask him about his position on the DDRB.

There being no further business, Chair Miller adjourned the meeting at approximately 2:30 p.m.

**III. INFORMATION/DISCUSSION ITEMS**

There were no information/discussion items.

**IV. OLD BUSINESS**

No old business was discussed.

**V. NEW BUSINESS**

No new business was discussed.

**VI. PUBLIC COMMENTS**

There were no comments from the public.

**VII. ADJOURNMENT**

There being no further business, Chair Miller adjourned the meeting at approximately 2:30 p.m.

The next DDRB meeting is scheduled for Thursday, September 6, 2012, at 2:00 p.m.

Witness

Downtown Development Review Board

\_\_\_\_\_

\_\_\_\_\_  
Timothy Miller, Chairman

Print Name: \_\_\_\_\_

Vote: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained: \_\_\_\_\_