



**Downtown Development Review Board (DDRB)**  
**City Hall at St. James Building,**  
**117 W. Duval Street**  
**1<sup>st</sup> Floor Lynwood Roberts**  
**Jacksonville, FL. 32202**

**Thursday, August 24, 2017 – 2:00 PM**

<b>Members:</b>		<b>Ex-Officio and Staff Distribution:</b>	
Joseph P Loretta, Chairman		Bill Joyce, Public Works Department	
Fred Jones, Board Member		Council Member, Greg Anderson, At Large Grp 4	
Craig Davisson, Secretary		Dr. Johnny Gaffney, Mayor’s Office	
Rafael Caldera, Board Member		Brad Thoburn, JTA Representative	
William J. Schilling, Jr. Board Member		Jacob Gordon, DVI, Ex-Officio Member	
Carol Worsham, Board Member		Michael Sands, PW/Dev. Mgt., Ex-Officio Member	
Trevor Lee, Board Member		Public Affairs Office, James Croft	
Christian Harden, Board Member			
<b>Staff Distribution:</b>		<b>Office of General Counsel: Jason Teal, Esq.</b>	
Aundra Wallace, DIA CEO			
Jim Klement, DDRB Development Coordinator			
Guy Parola, DIA Operations Manager			
Karen Underwood-Eiland, DDRB Executive Secretary			
<b>I.</b>	<b>CALL TO ORDER – Chairman</b>		
<b>II.</b>	<b>ACTION ITEMS – Chairman</b>		
	A. Approval of July 27, 2017 DDRB Meeting Minutes		
	B. DDRB 2017-013 bank Bar B Q & Bakery, Special Sign Exception		
	C. Burlock and Barrel, DDRB 2017-008, Final Approval w/ Deviations		
	D. Burlock and Barrel, DDRB 2017-008, (WLD-17-24) waiver of liquor distance		
	E. Committee selection for DDRB Officers		
<b>III.</b>	<b>INFORMATION/DISCUSSION ITEMS Chairman</b>		
<b>IV.</b>	<b>OLD BUSINESS – Chairman</b>		
<b>V.</b>	<b>NEW BUSINESS – Chairman</b>		
<b>VI.</b>	<b>PUBLIC COMMENTS – Chairman</b>		
<b>VII.</b>	<b>ADJOURNMENT – Chairman    Next Meeting: September 21, 2017</b>		



Downtown Development Review Board (DDRB)  
City Hall at St. James, Building  
117 W. Duval Street  
Lynwood Roberts Room, 1st Floor

*Thursday, August 24, 2017 - 2:00 p.m.*

## **MEETING MINUTES**

**Board Members Present:** J. Loretta, Chair; R. Caldera; C. Davisson; C. Harden; B. Schilling; T. Lee and C. Worsham

**Board Members Not Present:** F. Jones

**DIA Staff Present:** Guy Parola, DIA Operations Manager; Jim Klement, Development Redevelopment Coordinator and Jackie Mott, Accountant

**Representing Office of City Council:** Council Member Greg Anderson

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

### **I. CALL TO ORDER**

**Meeting Convened: 4:00 p.m.**

Chairman Loretta called the meeting to order at 2:00 p.m. and the members identified themselves for the record.

Chairman Loretta asked anyone wishing to speak on a particular project to complete a public speaker card and provide them to Jackie Mott. He also reminded Board Members to disclose 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**

#### **A. APPROVAL OF THE JULY 27, 2017 DDRB MEETING MINUTES**

**A MOTION WAS MADE BY BOARD MEMBER CALDERA AND SECONDED BY BOARD MEMBER DAVISSON APPROVING THE JULY 27, 2017 DDRB MEETING MINUTES.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

#### **B. DDRB 2017-008: BURLOCK AND BARREL, FINAL APPROVAL W/DEVIATIONS**

Cyndy Trimmer was present to answer any questions.

**A MOTION WAS MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER WORSHAM APPROVING 1. FINAL APPROVAL OF A DEVIATION FROM *SEC.656.361.11.-SETBACK OR “BUILD TO LINES”* TO ALLOW AN INCREASE TO THE BUILDING SETBACK FOR THE BUILDING FROM FOREST STREET.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**A MOTION WAS MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER WORSHAM APPROVING THE 2. FINAL APPROVAL OF A DEVIATION FROM *SEC.656.361.17.-SURFACE PARKING, TRASH, STORAGE, AND LOADING AREA SCREENING AND LANDSCAPE REQUIREMENTS* TO ALLOW AN ALTERNATIVE FENCE HEIGHT AND FENCE TYPE, FACING FOREST STREET.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**A MOTION WAS MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER WORSHAM APPROVING THE 3. FINAL APPROVAL OF A DEVIATION FROM *SEC. 656.361.18.-TRANSPARENCY* TO ALLOW A REDUCTION TO NOT PROVIDE THE TRANSPARENCY REQUIREMENTS ON THE BUILDING FAÇADE FACING MAGNOLIA STREET.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**A MOTION MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER WORSHAM APPROVING THE 4. FINAL APPROVAL OF A DEVIATION FROM *SEC.656.361.20. - STREETSCAPE DESIGN STANDARDS* TO PROVIDE AN ALTERNATIVE STREETSCAPE DESIGN ON MAY AND MAGNOLIA STREETS.**

**A MOTION WAS MADE BY BOARD MEMBER HARDEN AND SECONDED BY BOARD MEMBER WORSHAM FOR FINAL APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS:**

- 1. The applicant to receive DIA approval of fencing materials prior to ten set review.**
- 2. The applicant to locate all exhaust vents and other mechanical structures placed thru the building roof be located on the southerly portion of the roof adjacent to the existing building located to the South.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**C. DDRB 2017-008, (WLD-17-24) WAIVER OF LIQUOR DISTANCE**

Jim Klement provided a brief report. The applicant is requesting to reduce required minimum distance between liquor license location and church or school from 1,500 feet to 875 feet.

Chairman Loretta opened public hearing and closed public hearing.

Guy Parola suggested when making a motion that this is consistent with criteria four (4) and five (5) as indicated in the staff report.

**A MOTION WAS MADE BY BOARD MEMBER CALDERA AND SECONDED BY BOARD MEMBER HARDEN APPROVING DDRB 2017-008 WAIVER TO REDUCE THE REQUIRED MINIMUM DISTANCE BETWEEN A LIQUOR LICENSE LOCATION AND CHURCH OR SCHOOL FROM 1,500 FEET TO 875 FEET.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**D. DDRB APPLICATION 2017-013: BANK BAR B QUE & BAKERY, FINAL APPROVAL OF SPECIAL SIGN EXCEPTION**

Jim Klement provided an overview of the project. The applicant, Mr. Tom Thornton, Jr, was not present.

Jason Teal stated that the staff report is considered competent of substantial evidence for consideration. The Board can move forward without the applicant.

**A MOTION WAS MADE BY BOARD MEMBER LEE AND SECONDED BY BOARD MEMBER SCHILLING APPROVING DDRB APPLICATION 2017-013 REQUEST FOR FINAL APPROVAL FOR SPECIAL SIGN EXCEPTION FOR WALL SIGN FACING ADAMS STREET SUBJECT TO THE FOLLOWING CONDITION:**

- 1. One wall sign located on the rear of the building facing Adams Street with a maximum 35 square feet of cabinet area.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

**E. COMMITTEE SELECTION FOR DDRB OFFICERS**

Board Member Harden and Board Member Davisson attended a nominating committee meeting to discuss DDRB recommendation of Vice Chair & Secretary positions on Wednesday, August 16, 2017 at 9:30 a.m.

The nominating committee elected Board Member Bill Schilling for the role of Vice Chair and Board Member Trevor Lee as Secretary. Board Member Harden offered to be a backup for those two (2) positions.

Chairman Loretta opened the floor to any other members that would like to make a recommendation for Vice Chair.

Chairman Loretta closed the floor after hearing no comments.

**A MOTION WAS MADE TO APPROVE BOARD MEMBER BILL SCHILLING AS VICE CHAIR OF THE DDRB.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

Chairman Loretta opened the floor to any other members that would like to make a recommendation for Secretary.

Chairman Loretta closed the floor after hearing no comments.

**A MOTION WAS MADE TO APPROVE BOARD MEMBER TREVOR LEE AS SECRETARY OF THE DDRB.**

**THE MOTION PASSED UNANIMOUSLY 7-0-0.**

### **III. INFORMATION/DISCUSSION ITEMS**

Mr. Klement reported two (2) applications that will be coming before the September 21, 2017 meeting.

- The Trio, Barnett Bank Building
- The Baptist Hospital signs on the Southbank.

### **IV. OLD BUSINESS NONE**

### **V. NEW BUSINESS NONE**

### **VI. PUBLIC COMMENTS NONE**

### **VII. ADJOURNMENT**

There being no further business, Chairman Jones adjourned the meeting at approximately 2:30 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

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Thursday, August 24, 2017

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Underwood-Eiland, Downtown Investment Authority at (904) 630-3492 or by email at [karenu@coj.net](mailto:karenu@coj.net).