



A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Planning and Development Department  
214 N. Hogan St., Suite 300  
Jacksonville, FL 32202  
(904) 630-CITY  
Jacksonville.gov

March 6, 2024

The Honorable Ronald B. Salem, Pharm. D., President  
The Honorable Kevin Carrico, LUZ Chair  
And Members of the City Council  
City Hall  
117 West Duval Street  
Jacksonville, Florida 32202

**RE: Planning Commission Advisory Report  
Ordinance No.: 2024-39**

Dear Honorable Council President Salem, Honorable Council Member and LUZ Chairperson Carrico and Honorable Members of the City Council:

Pursuant to the provisions of Section 30.204 and Section 656.129, *Ordinance Code*, the Planning Commission respectfully offers this report for consideration by the Land Use and Zoning Committee.

Planning and Development Department Recommendation: **Approve with Amendment**

Planning Commission Recommendation: **Approve with Amendment**

Planning Commission Commentary: There were no speakers in opposition and little discussion among the Commissioners.

Planning Commission Vote: **7-0**

Charles Garrison, Chair	Aye
Tina Meskel, Vice Chair	Absent
Mark McGowan, Secretary	Aye
Lamonte Carter	Aye
Amy Fu	Aye
Julius Harden	Absent
Mon'e Holder	Aye

Ali Marar

Aye

Jack Meeks

Aye

If you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Bruce E. Lewis". The signature is written in a cursive style with a large initial "B" and "L".

Bruce E. Lewis

City Planner Supervisor – Current Planning Division

City of Jacksonville - Planning and Development Department

214 North Hogan Street, Suite 300

Jacksonville, FL 32202

(904) 255-7820

blewis@coj.net



# DOWNTOWN INVESTMENT AUTHORITY

117 West Duval Street #310, Jacksonville, Florida 32202  
(904) 255-5302 | <https://dia.coj.net/>

March 7, 2024

The Honorable Charles Garrison, Chair  
And Members of the Planning Commission  
214 North Hogan Street  
Jacksonville, Florida 32202

**RE: Downtown Development Review Board and Downtown Investment Authority Recommendation for Ordinance No. 2024-039**

Dear Honorable Commission Chair Garrison and Honorable Members of the Planning Commission:

Pursuant to the provisions of Section 656.129 *Advisory recommendation on amendment to Zoning Code or rezoning of land* of the Zoning Code, the Downtown Development Review Board (DDRB) voted to recommend **approval** of Ordinance 2024-039, at their meeting on February 8<sup>th</sup>, 2024.

Downtown Development Review Board Recommendation: **Approve**

Downtown Development Review Board Commentary: No speakers in opposition. Board Members asked for more clarification regarding which capital improvement projects would come before DDRB for a design review.

Downtown Development Review Board Vote: 6-0

- |                         |        |
|-------------------------|--------|
| Matt Brockelman, Chair  | Aye    |
| Linzee Ott, Vice Chair  | Aye    |
| Gary Monahan, Secretary | Aye    |
| Joana Berling           | Aye    |
| Ennis Davis             | Aye    |
| Carl Dawson             | Absent |
| Fred Jones              | Absent |
| Trevor Lee              | Absent |
| Joseph Loretta          | Aye    |

At their meeting on February 21<sup>st</sup>, 2024, the Downtown Investment Authority (DIA) Board voted to recommend **approval, as amended** of Ordinance 2024-039.

Downtown Investment Authority Recommendation: **Amend / Approve**

Downtown Investment Authority Board Commentary: No speakers in opposition. DIA Staff proposed language in response to DDRB's request for clarity about the design review for capital projects, and the DIA Board recommended amending the ordinance using Staff's proposed language.

Downtown Investment Authority Board Vote: 8-0

Jim Citrano, Chair	Aye
Sondra Fetner	Aye
Micah Heavener	Aye
Patrick Krechowski	Aye
Melinda Powers	Aye
Braxton Gillam	Aye
Joe Hassan	Aye
Carol Worsham	Aye

If you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,



Susan Kelly  
Redevelopment Coordinator  
City of Jacksonville – Downtown Investment Authority  
117 West Duval Street, Suite 310  
Jacksonville, FL 32202  
(904) 255-5307  
ksusan@coj.net

**JOINT STAFF REPORT  
OF THE PLANNING AND DEVELOPMENT DEPARTMENT  
AND THE DOWNTOWN INVESTMENT AUTHORITY**

**February 8, 2024**

The Planning and Development Department and the Downtown Investment Authority staff hereby forward to the Downtown Development Review Board (DDRB); Downtown Investment Authority Board (DIA); Planning Commission (PC); Land Use and Zoning Committee (LUZ); and City Council its comments and recommendations on:

**ORDINANCE 2024-039**

**AN ORDINANCE CONCERNING THE DOWNTOWN OVERLAY ZONE AND THE DOWNTOWN SIGN OVERLAY ZONE; INCORPORATION OF RECITALS; AMENDING SECTION 656.361.7.1 (APPLICATION AND REVIEW PROCEDURE TO DDRB AND COUNCIL; APPEALS), SUBPART H (DOWNTOWN OVERLAY ZONE AND DOWNTOWN DISTRICT USE AND FORM REGULATIONS), PART 3 (SCHEDULE OF DISTRICT REGULATIONS), CHAPTER 656 (ZONING CODE), ORDINANCE CODE, TO REVISE THE PROJECT TYPES SUBJECT TO STAFF REVIEW AND TO DDRB REVIEW, AND TO CLARIFY AND REVISE THE REVIEW PROCESS AND PROCEDURES FOR SPECIFIED PROJECTS; AMENDING SECTION 656.361.8 (DEVIATIONS), SUBPART H (DOWNTOWN OVERLAY ZONE AND DOWNTOWN DISTRICT USE AND FORM REGULATIONS), PART 3 (SCHEDULE OF DISTRICT REGULATIONS), CHAPTER 656 (ZONING CODE), ORDINANCE CODE, TO ELIMINATE THE WORKSHOP REQUIREMENT FOR SELECT DEVIATIONS; AMENDING SECTION 656.1335 (DESIGN REVIEW), SUBPART B (DOWNTOWN SIGN OVERLAY ZONE), PART 13 (SIGN REGULATIONS), CHAPTER 656 (ZONING CODE), ORDINANCE CODE, TO ALLOW STAFF REVIEW OF CERTAIN SIGN APPLICATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**I. GENERAL INFORMATION**

The Downtown Investment Authority (DIA) and Downtown Development Review Board (DDRB) identified several opportunities for development review efficiencies regarding downtown development as part of the Mayor's Economic Development Transition Committee. The DIA Board approved this amendment to the Ordinance Code on October 18, 2023, to clarify and streamline various review processes of the DDRB.

Ordinance 2024-039 does the following:

- Amends Section 656.361.7.1, Subpart H, Part 3 (Application and Review Procedures for the Downtown Overlay Zone), to revise the project types subject to staff review and Downtown Development Review Board (DDRB) review;
- Amends Section 656.361.8, Subpart H, Part 3 (Deviation procedures for the Downtown Overlay Zone), to eliminate the workshop requirement for select requests for Deviation; and
- Amends Section 656.1334, Subpart B, Part 13 (Design Review for signs within the Downtown Sign Overlay Zone), to allow staff review of certain sign applications.

## II. EVALUATION

Per Section 656.129(d), the Department has studied and considered the following, with staff findings provided below.

### A. The need and justification for the change.

The proposed amendments clarify and streamline various review processes of the DDRB. The amended language specifies that signs that comply with Subpart B of Section 656.1334 and projects that consist only of landscaping, hardscaping, street furnishings, and/or vehicle use area components, and do not require any Deviation, be subject to staff review only.

The legislation specifies that capital projects, including but not limited to streetscape projects, lane elimination projects, and park projects, shall require only a design review by DDRB if they do not require a Deviation.

Currently, redevelopment of historic buildings is required to go through two (2) design reviews with different scopes – one through the Historic Preservation Section and one through DDRB. The two-step Conceptual-Final Approval process is unnecessary in these cases. As such, the proposed amendment states that any locally or federally designated landmarks within a locally or federally designated historic district would be exempt from DDRB Conceptual Review but require Final Approval by the DDRB after issuance of any required Certificate of Appropriateness from the Historic Preservation Section.

Currently, the code requires a separate Workshop for all requests for Deviation, which is an additional procedural step. To reduce time, some requests for Deviation can be incorporated into the two-step Conceptual-Final Approval process. The amendments eliminate the Workshop requirement for requests for Deviations for specified projects. The projects exempt from the Workshop requirement shall be (a) existing buildings when the requested Deviation would not expand or intensify the non-conformity; (b) building entrance criteria for new construction; and (c) rooftop criteria for new construction. Any Workshop requirement elimination is invalid if the property fronts the St. Johns River, Hogans Creek, or McCoy's Creek.

### B. The relationship of the proposed amendment to the Comprehensive Plan and the work of the Department, with appropriate consideration as to whether the proposed amendment will further the purposes of the Zoning Code and Comprehensive Plan.

The proposed ordinance is consistent with the 2045 Comprehensive Plan as the amendments serve as a mechanism to strengthen the Central Business District (CBD) by providing clarity and reducing inefficiencies within the design review process.

## III. RECOMMENDATION

The Planning and Development Department and Downtown Investment Authority staff recommend that **Ordinance 2024-039 be approved.**

**RESOLUTION 2024-02-05**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) IN SUPPORT OF ORDINANCE 2024-039, AMENDING CHAPTER 656, JACKSONVILLE CODE OF ORDINANCES, ATTACHED AS EXHIBIT ‘A’ TO THIS RESOLUTION; REQUESTING THAT CITY COUNCIL ADOPT ORDINANCE 2024-039; AUTHORIZING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTIONS TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, as part of Mayor Deegan’s Economic Development Transition Committee, opportunities for permitting and development review efficiencies were prioritized; and

**WHEREAS**, in reporting to the Economic Development Transition Committee, DIA and Downtown Development Review Board (“DDRB”) staff identified several opportunities for development review efficiencies as they relate to Downtown Development; and

**WHEREAS**, via Resolution 2023-10-07 the DIA recommended that City Council adopt changes to the Ordinance Code necessary to further the aforementioned opportunities for development review efficiencies; and

**WHEREAS**, particular to DDRB and changes in process that require amendment of the Ordinance Code, these amendments are identified in Exhibit ‘A’ to this Resolution; and

**WHEREAS**, after receiving permission to file legislation pursuant to Resolution 2023-10-07, Ordinance 2024-039 was introduced at City Council on January 23, 2024; and

**WHEREAS**, Ordinance 2024-039 effectuates the recommended changes DIA proffered in its adoption of Resolution 2023-10-07.

**WHEREAS**, the DDRB has reviewed and is in support of the Ordinance Code amendments identified in Ordinance 2024-039; and

**WHEREAS**, the DIA requests that City Council adopt Ordinance 2024-039,

**NOW THEREFORE, BE IT RESOLVED** by the Downtown Investment Authority:

**Section 1.** The DIA finds that the recitals set forth above are true and correct and are incorporated herein by this reference.

**Section 2.** The DIA supports Ordinance 2024-039, amending Chapter 656, attached as Exhibit ‘A’ as amended by Exhibit B.

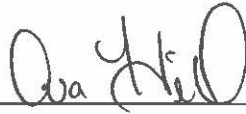
**Section 3.** The DIA Board hereby requests that the City Council adopt Ordinance 2024-039, amending Chapter 656, Jacksonville Code of Ordinances.

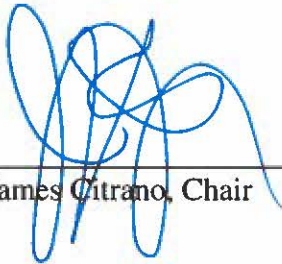
**Section 4.** The DIA authorizes its Chief Executive Officer to take all necessary action to effectuate the purposes of this Resolution. The DIA authorizes its Chief Executive Officer, as part of the legislative process, to make minor changes to Exhibit A providing that any changes are substantially consistent with the will of the DIA Board as expressed in this Resolution 2024-02-12 and Ordinance 2024-039 as introduced.

**Section 5.** This Resolution 2024-02-05 shall become effective on the date it is signed by the Chair of the DIA.

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

  
\_\_\_\_\_

  
\_\_\_\_\_ James Citrano, Chair

Date 2/21/24

VOTE: In Favor: 8 Opposed: 0 Abstained: 0



**EXHIBIT A RESOLUTION 2024-02-05**

1 Introduced by the Council President at the request of the DIA:  
2  
3

4 **ORDINANCE 2024-39**

5 AN ORDINANCE CONCERNING THE DOWNTOWN OVERLAY  
6 ZONE AND THE DOWNTOWN SIGN OVERLAY ZONE;  
7 INCORPORATION OF RECITALS; AMENDING SECTION  
8 656.361.7.1 (APPLICATION AND REVIEW PROCEDURE TO  
9 DDRB AND COUNCIL; APPEALS), SUBPART H (DOWNTOWN  
10 OVERLAY ZONE AND DOWNTOWN DISTRICT USE AND FORM  
11 REGULATIONS), PART 3 (SCHEDULE OF DISTRICT  
12 REGULATIONS), CHAPTER 656 (ZONING CODE),  
13 *ORDINANCE CODE*, TO REVISE THE PROJECT TYPES  
14 SUBJECT TO STAFF REVIEW AND TO DDRB REVIEW, AND  
15 TO CLARIFY AND REVISE THE REVIEW PROCESS AND  
16 PROCEDURES FOR SPECIFIED PROJECTS; AMENDING  
17 SECTION 656.361.8 (DEVIATIONS), SUBPART H  
18 (DOWNTOWN OVERLAY ZONE AND DOWNTOWN DISTRICT USE  
19 AND FORM REGULATIONS), PART 3 (SCHEDULE OF  
20 DISTRICT REGULATIONS), CHAPTER 656 (ZONING  
21 CODE), *ORDINANCE CODE*, TO ELIMINATE THE WORKSHOP  
22 REQUIREMENT FOR SELECT DEVIATIONS; AMENDING  
23 SECTION 656.1335 (DESIGN REVIEW), SUBPART B  
24 (DOWNTOWN SIGN OVERLAY ZONE), PART 13 (SIGN  
25 REGULATIONS), CHAPTER 656 (ZONING CODE),  
26 *ORDINANCE CODE*, TO ALLOW STAFF REVIEW OF CERTAIN  
27 SIGN APPLICATIONS; PROVIDING FOR AN EFFECTIVE  
28 DATE.

29  
30 **WHEREAS**, as part of Mayor Deegan's Economic Development  
31 Transition Committee, opportunities for permitting and development

1 review efficiencies were prioritized; and

2 **WHEREAS**, in reporting to the Economic Development Transition  
3 Committee, the Downtown Investment Authority ("DIA") and the Downtown  
4 Development Review Board ("DDRB") staff identified several  
5 opportunities for development review efficiencies as they relate to  
6 Downtown Development; and

7 **WHEREAS**, the DDRB has reviewed and is in support of the  
8 identified recommendations for Ordinance Code amendments; and

9 **WHEREAS**, the DIA requests that City Council amend the Ordinance  
10 Code as provided herein; and

11 **WHEREAS**, the purpose and intent of this Ordinance is to update  
12 the Downtown Overlay to implement permitting and development review  
13 efficiencies, consistent with Objective 2.3 of the *2045 Comprehensive*  
14 *Plan* Future Land Use Element to revise the list of project types that  
15 are subject only to administrative review, revise the development  
16 review process for specified projects and eliminate the workshop  
17 requirement for select deviations; and

18 **WHEREAS**, on October 18, 2023, the DIA Board approved Resolution  
19 2023-10-07, approving this amendment to Chapter 656 of the *Ordinance*  
20 *Code*, to clarify and streamline various review processes of the DDRB,  
21 a copy of which is attached hereto as **Exhibit 1**; now therefore

22 **BE IT ORDAINED**, by the Council of the City of Jacksonville:

23 **Section 1. Incorporation of Recitals.** The above recitals  
24 are incorporated herein and made a part hereof by this reference.

25 **Section 2. Amending Section 656.361.7.1 (Application and**  
26 **Review Procedure to DDRB and Council; Appeals), Subpart H (Downtown**  
27 **Overlay Zone and Downtown District Use and Form Regulations), Part 3**  
28 **(Schedule of District Regulations), Chapter 656 (Zoning Code),**  
29 **Ordinance Code.** Section 656.361.7.1 (Application and Review  
30 Procedure to DDRB and Council; Appeals), Subpart H (Downtown Overlay  
31 Zone and Downtown District Use and Form Regulations), Part 3 (Schedule

1 of District Regulations), Chapter 656 (Zoning Code), *Ordinance Code*,  
2 is hereby amended to read as follows:

3 **CHAPTER 656 - ZONING CODE**

4 \* \* \*

5 **PART 3. - SCHEDULE OF DISTRICT REGULATIONS**

6 \* \* \*

7 **SUBPART H. - DOWNTOWN OVERLAY ZONE AND DOWNTOWN DISTRICT USE**  
8 **AND FORM REGULATIONS**

9 \* \* \*

10 **Sec. 656.361.7.1. - Application and Review Procedure to DDRB and**  
11 **Council; Appeals.**

12 \* \* \*

13 D. *Classification of Projects.* Upon receipt of the  
14 application and required information, DDRB staff will  
15 classify the proposed developments as follows:

16 1. *Staff Review Only.*

17 (a) Landscaping sufficiency regarding number, species,  
18 size, and placement of trees; soil to tree ratio; and  
19 alternatives for irrigation;

20 (b) Streetscape elements that comply with the Pedestrian  
21 Zone requirements applicable to unconstrained rights-  
22 of-way;

23 (c) Minor structural changes to exterior facades or  
24 structures;

25 (d) Signs that comply with Subpart B of Chapter 656,  
26 Part 13 - Downtown Sign Overlay Zone;

27 (e) Projects that consist only of landscaping,  
28 hardscaping, street furnishings, and/or vehicle use area  
29 components, and do not require any Deviation;

30 ~~(d)~~(f) Other classifications delegated to DDRB staff by  
31 DDRB; and

1           ~~(e)~~(g) Minor changes to applications previously  
2 approved by the DDRB.

3           2. *DDRB Review.*

4           (a) New construction;

5           (b) Major structural changes to exterior facade of  
6 existing structures;

7           (c) Signs ~~that~~ that require a special sign exception  
8 pursuant to Section 656.1333(j)~~656.1335~~ and  
9 comprehensive sign plans required by Section  
10 656.1333(b)(2)~~656.1337~~, which shall require only Final  
11 Approval by DDRB;

12           (d) Streetscape elements in constrained rights-of-ways  
13 where the generally required minimum Amenity Area,  
14 Pedestrian Clear Area, or Frontage Area is reduced in  
15 width, shared with the Vehicular Zone or encroaches on  
16 private property;

17           (e) Staff review classifications deemed appropriate by  
18 DDRB staff for review by the DDRB; ~~and~~

19           (f) Significant changes to applications previously  
20 approved by the DDRB, which shall require only Final  
21 Approval by DDRB; and ~~and~~

22           (g) Capital projects including, but not limited to,  
23 streetscape projects, road narrowing or lane elimination  
24 projects, and park projects, which shall require only a  
25 design review by DDRB, not approval, provided that any  
26 buildings proposed meet the requirements of Section  
27 656.361.6.2 without the need for Deviation.

28           E. *Staff Review.*

29           Projects classified as "Staff Review Only" will be reviewed  
30 by DDRB staff and approved, approved with conditions, or  
31 denied within ten working days of submittal of a complete

1 application. Staff will notify the applicant of an  
2 incomplete application within five days of receipt of the  
3 application.

4 F. *Procedures to be followed by the DDRB.*

5 1. Projects classified as "DDRB Review Required" will be  
6 considered by the DDRB at a scheduled meeting within 30  
7 working days of submittal of a completed application at a  
8 scheduled monthly DDRB meeting. The applicant may present  
9 the project at the meeting.

10 2. The DDRB will review projects using a two-step process,  
11 except as otherwise provided in this section. The first  
12 step is a Conceptual Approval, whereby the applicant's  
13 project will be reviewed and conceptually approved,  
14 conceptually approved with conditions or denied based upon  
15 the District Regulations, the Downtown Design Guidelines,  
16 and the Riverwalk Park Design Criteria, if applicable. The  
17 second step is a Final Approval, whereby the applicant  
18 brings the project back to DDRB within one year~~six months~~  
19 to be reviewed and approved, approved with conditions, or  
20 denied based upon the Regulations and applicable  
21 Guidelines. Prior to consideration by the DDRB for Final  
22 Approval, it is the intent of this Section that the  
23 application and project will have received such reviews  
24 and approvals as DDRB staff deems necessary so that the  
25 DDRB is presented at Final Approval with as complete a  
26 project as possible, considering all design,  
27 architectural, engineering, traffic, utilities, fire and  
28 life safety, environmental, historic, landscape and  
29 streetscape and any other site and project development  
30 issues which may be associated with completion of the  
31 proposed project.

1 3. For multi-phase projects consisting of construction or  
2 renovation of two or more separate buildings or structures,  
3 DDRB review shall be conducted as follows:

4 (a) The two-step process outlined in subparagraph (2),  
5 above, shall first be applied to conceptual and final  
6 approval of the overall development site and consider  
7 compliance of the overall site plan with the  
8 requirements contained in this Subpart H relating to  
9 view corridors, setbacks, heights, street closures,  
10 river views and encroachment. Furthermore, the DDRB  
11 shall also consider streetscape plans and landscaping  
12 plans, if such are available; and

13 (b) Following final approval of the overall site plan,  
14 the applicant shall then present the development or  
15 redevelopment plans for each building or structure  
16 contained in the multi-phase project for individual  
17 consideration by the DDRB ~~using~~following the two-step  
18 process contained in subparagraph (2), above. The DDRB  
19 shall also consider all aspects of the project requiring  
20 DDRB review and approval pursuant to this Subpart and  
21 not considered in the initial site plan approval process  
22 described in subpart (a), above.

23 The intent of this Section is to authorize the DDRB to  
24 consider those projects wherein an applicant proposes an  
25 overall site development consisting of multiple building  
26 development or redevelopment by first considering the  
27 overall site layout and cumulative impact of the entire  
28 project on surrounding properties and later considering  
29 design-type matters associated with the project's  
30 individual buildings.

31 \* \* \*

1 7. Any locally or federally designated landmark, building,  
2 structure, site, or structure or site within a locally or  
3 federally designated historic district within the Downtown  
4 Overlay Zone subject to review under Chapter 307 shall be  
5 governed by the provisions of Chapter 307, and the  
6 provisions of this Section shall apply to the extent they  
7 do not conflict with Chapter 307. These structures are  
8 exempt from DDRB Conceptual Review but are required to  
9 receive Final Approval by the DDRB after issuance of any  
10 required Certificates of Appropriateness. After conceptual  
11 approval by DDRB, but prior to final approval consideration  
12 by the DDRB, an applicant shall obtain necessary  
13 Certificates of Appropriateness for the project.

14 \* \* \*

15 Section 3. Amending Section 656.361.8 (Deviations),  
16 Subpart H (Downtown Overlay Zone and Downtown District Use and Form  
17 Regulations), Part 3 (Schedule of District Regulations), Chapter 656  
18 (Zoning Code), Ordinance Code. Section 656.361.8 (Deviations),  
19 Subpart H (Downtown Overlay Zone and Downtown District Use and Form  
20 Regulations), Part 3 (Schedule of District Regulations), Chapter 656  
21 (Zoning Code), Ordinance Code, is hereby amended to read as follows:

22 CHAPTER 656 - ZONING CODE

23 PART 3. - SCHEDULE OF DISTRICT REGULATIONS

24 SUBPART H. - DOWNTOWN OVERLAY ZONE AND DOWNTOWN DISTRICT USE AND  
25 FORM REGULATIONS

26 \* \* \*

27 Sec. 656.361.8. - Deviations.

28 A. General Considerations.

29 1. The Form Regulations identify which body has authority  
30 to approve a Deviation from each section thereof. The DDRB  
31 has the authority to grant Deviations for all Form

1 Regulations in subsection 656.361.6.2 except as specified  
2 in subsection 656.361.6.2.H (Waterfront Design and River  
3 Views: setbacks, height and access corridors) and  
4 subsection 656.361.6.2.I (Creek Views and Creekfront  
5 Design), which require a final decision by the City Council  
6 for specified Deviations. Except as otherwise provided in  
7 this Section, Any request for a Deviation, whether the  
8 final Deviation decision rests with the City Council or  
9 the DDRB, shall be heard by the DDRB initially in a Workshop  
10 format. Participation by an applicant in a Workshop  
11 requires that the designer(s) of the project present the  
12 need for the Deviation along with potential alternative  
13 design solutions.

14 2. The following requests for Deviation are exempt from  
15 the Workshop requirement, unless the project fronts the  
16 St. Johns River, Hogans Creek, or McCoy's Creek:

17 (a) Existing buildings, when the requested Deviation  
18 would not expand or intensify the non-conformity;

19 (b) Building entrance criteria for new construction; and

20 (c) Rooftop criteria for new construction.

21 ~~2-3.~~ The Zoning Administrator shall not have the authority  
22 to grant Administrative Deviations in the Overlay Zone.

23 ~~3-4.~~ Certain Form Regulations must be met in their entirety  
24 in order for an economic incentive of any kind to be granted  
25 to a development. Although Deviations may be granted for  
26 design so that the project may be constructed, this does  
27 not amount to "meeting" the Regulation in order to  
28 establish eligibility for the economic incentive. Approval  
29 of an economic incentive by the DIA for a project shall  
30 not be taken into consideration by the DDRB in their  
31 deliberations regarding the project's consistency with the



1 Use or Form Regulations.

2 ~~4-5.~~ Approval by the DIA of an economic incentive assumes  
3 that the project will meet the Regulations as written,  
4 without a Deviation. See subsections 656.361.6.2.H  
5 and 656.361.6.2.I.

6 ~~5-6.~~ Deviations shall be approved by a 2/3 vote of the  
7 membership of the initial jurisdictional body, as well as  
8 any appellate procedure. Waiving this requirement shall be  
9 stated in the title of the resolution or ordinance  
10 pertaining to the Deviation, and shall adhere to the  
11 Council Rules regarding the waiver of an ordinance.

12 ~~6-7.~~ All Deviations must be based upon the General  
13 Deviation Criteria, in addition to any specific criteria  
14 contained in the Section pertinent to that Regulation. All  
15 of the General Deviation Criteria must be met, and an  
16 explanation of each must be provided by the  
17 developer/applicant. A separate positive determination  
18 must be made for each criterion by the reviewing body,  
19 based upon competent, substantial evidence, in order to  
20 grant the Deviation.

21 \* \* \*

22 **Section 4. Amending Section 656.1335 (Design Review),**  
23 **Subpart B (Downtown Sign Overlay Zone), Part 13 (Sign Regulations),**  
24 **Chapter 656 (Zoning Code), Ordinance Code.** Section 656.1335 (Design  
25 Review), Subpart B (Downtown Sign Overlay Zone), Part 13 (Sign  
26 Regulations), Chapter 656 (Zoning Code), *Ordinance Code*, is hereby  
27 amended to read as follows:

28 **CHAPTER 656 - ZONING CODE**

29 \* \* \*

30 **PART 13. - SIGN REGULATIONS**

31 \* \* \*



**EXHIBIT B RESOLUTION 2024-02-05**

(g)DDRB shall have an opportunity to review and provide comments and recommendations for Capital Improvement Projects that are undertaken by, or on behalf of, the City, independent agencies, or the DIA that have a total cost greater than \$100,000 and a useful life of more than ten years and do not require Deviations or Special Exceptions. Such projects include streetscape projects, road narrowing or lane elimination projects, public buildings, and park or public space projects and do not include projects that are of a purely maintenance or utility infrastructure nature or otherwise herein as being a staff level review only.



# Downtown Investment Authority

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## MEMORANDUM

**TO:** Strategic Implementation Committee

**THROUGH:** Micah Heavener, Committee Chair

**FROM:** Lori Boyer, CEO  
Downtown Investment Authority

**SUBJECT:** Resolution 2024-02-05  
Ordinance 2024-039: Amendments to Downtown Overlay Zone

**DATE:** February 16, 2024

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The Downtown Investment Authority (DIA) and Downtown Development Review Board (DDRB) identified several opportunities for development review efficiencies regarding downtown development as part of the Mayor's Economic Development Transition Committee.

In October 2023, via Resolution 2023-10-07, the DIA recommended that certain changes to the Ordinance Code necessary to further the identified opportunities for development review efficiencies be adopted. After receiving permission to file legislation pursuant to Resolution 2023-10-07, Ordinance 2024-039 was introduced at the City Council on January 23, 2024. Ordinance 2024-039 effectuates the recommended changes DIA proffered in its adoption of Resolution 2023-10-07.

If approved by the DIA, this Resolution 2024-02-05 forwards the DIA Board's recommendation that the City Council adopt Ordinance 2024-039.

Specifically:

- The legislation clarifies and streamlines various review processes of the DDRB.
  - The changes specify that signs that comply with Subpart B of Section 656.1334 will be reviewed and approved by staff; noting, that DIA staff cannot waive or permit deviations from the regulations, with that power remaining with the DDRB Board; and
  - Projects that consist only of landscaping, hardscaping, street furnishings, and/or vehicle use area components, and do not require any Deviation, be subject to staff review only. Again, staff cannot waive or permit deviations from the regulations.
- The legislation specifies that capital projects, including but not limited to streetscape projects, lane elimination projects, and park projects, shall require only a design review by DDRB if they do not require a Deviation.

- The legislation would only require Final Approval by the DDRB, eliminating the need for Conceptual Approval, when a locally or federally designated landmark within a locally or federally designated historic district has been issued Certificate of Appropriateness from the Historic Preservation Section.
  
- The legislation eliminates the Workshop requirement for requests for Deviations for:
  - existing buildings when the requested Deviation would not expand or intensify the non-conformity;
  - building entrance criteria for new construction;
  - Rooftop criteria for new construction.

Note: notwithstanding the above, properties that front or are adjacent to the St. Johns River, Hogans Creek, or McCoy's Creek must have a workshop.