



FORM-BASED CODE COMMITTEE

MEETING MINUTES

April 10th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on April 10th, 2025, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

David Hudson called the meeting to order at 1:35 p.m.

Reginald Ruff motioned to accept David Hudson as stand-in chair.

Sarah Brogdon seconded the motion.

All in favor. **The motion carries.**

Roll Call: Admin Support Shelby Ogle called the roll.

Members Attendance:

- ☒ Alex Reyland
- ☒ Beverly Bell
- ☒ David Hudson
- ☐ Jim Williamson
- ☒ Lee Helena
- ☒ Reginald Ruff
- ☒ Sarah Brogdon
- ☐ Tenesha Irvin
- ☒ Thomas Palmer

Staff Attendance:

- ☒ Presenter: Akosua Cook
- ☒ Admin: Shelby Ogle
- ☐ Admin: Karen Murphy Cannon
- ☒ City Attorney: Harolda Bryson

Swearing In: Admin Support Shelby Ogle swore in people addressing the Committee.

Rules and Regulations: Elected Stand-In Chair David Hudson explained the rules and procedures, order of business, Form-Based Code Intent, and principles and purpose.

Approve Minutes: Elected Stand-In Chair David Hudson presented the February meeting minutes to be

voted on. No amendments need to be made.

Lee Helena motioned to **APPROVE** the February minutes.

Alex Reyland seconded the motion.

All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

- FBC-25-6: 1619 Rossville Ave. – Rear Setback

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting rear setback to be decreased from 5' to 0'
 - a. Section 38-717(3)D Building Placement
Rear: alley setback 5' minimum

Zoning: U-CX-4 (Commercial Mixed Use Zone)

Applicant Presentation: Applicant Brad Shelton, architect for the development group of the project, presented to the Committee that they are requesting to be able to maintain the existing footprint of the building. They plan to tear down the existing and replace it with new, but in the same exact spot.

Community Response: Brian Poteet, owns the property adjacent to the property in question, presented that they are excited about the development and the updates. He stated that they are concerned about their driveway being impacted by the demolition and construction of the building. He also expressed concern about alley access while the development is in progress and then after the development is completed, he expressed concern over the increased traffic.

Applicant Response: The Applicant responded by stating that during construction, they are currently working on planning to keep the construction area on a property on the other side of the street. He stated that they are planning to have all parking off-site across the street and that there should not be any increased vehicular traffic due to the development. The Applicant then spoke about the dumpster location and access to it. He stated that the timeframe for the entire project is planned to be 18 months.

Discussion: The Committee began their discussion by asking the Applicant to confirm their plans for the development and whether they plan to tear down and rebuild in the same location and the same footprint and the Applicant stated that that was their plan. The Committee then asked

some questions about the reason it had to come before them and it was because the structure is currently nonconforming and if they tear it down then they have to bring it up to code. The Committee asked the Applicant some more questions about the development, more specifically the dumpster location and the screening for it.

Board Motion and Vote:

- *David Hudson* made a motion to APPROVE case #: FBC-25-6: 1619 Rossville Ave., with the following condition(s):
 - The wall goes back to the exact same location that it exists today.

Lee Helena seconded the motion.

All in favor. The motion carries 7-0.

- FBC-25-7: 2701 Chestnut St. – Signage

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Allowance of a rooftop sign type.
Sec. 38-753(3)A)3 Sign Types
 1. Roof signs are not allowed.
2. Allowance of message center sign.
Sec. 38-753(5)B Sign Types
 1. Message center signs must be approved by special permit.

Zoning: C-CIV: (Civic Zone)

Applicant Presentation: Applicant William Mullins, architect for the new Lookouts stadium, presented to the Committee that they are presenting 2 signs for this request. He stated that the roof top sign will showcase the name of the stadium and the message center is planned to wrap around the elevator shaft and will have 3 LED screens. He said that the design team felt that a roof top sign would keep to the historic feel of a baseball stadium. He presented that the message center is the marquee of the stadium where information will be displayed for the different events that will be held at the stadium. He stated that there will be private advertising on the message center and will not be open to the public.

Community Response: No Response.

Discussion: The Committee began their discussion by asking the Applicant about some elements of their site plan for the development, such as a large wall along the highway that appears blank. The Applicant shared with the Committee that they are planning to work with the community and other associations to put artwork or a mural or some signage for the wall. The Committee then asked Transportation Review Specialist Elsy Interiano if there were any concerns about the message center sign, to which she responded that there are a lot of guidelines they have to follow

for the brightness and flashing lights to ensure safety. The Applicant then stated that the sign company has the ability to adjust all of the settings of the sign and they can even make it where the sign adjusts the brightness depending on the time of day. The Committee and the Applicant then spoke on some of the potential light pollution issues from the stadium.

Board Motion and Vote:

- *Alex Reyland* made a motion to APPROVE case #: FBC-25-7: 2701 Chestnut St., with the following condition(s):
 - Condition on the roof top sign being that it is a civic structure.
 - Condition on the message center sign being that the Applicant must work with the City and other regulatory entities for the light pollution and safety regulations on the sign.

Lee Helena seconded the motion.

All in favor. The motion carries 7-0.

- FBC-25-8: 409 Spring St. - New Construction

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

2. Requesting an increase in building stories from 3 to 4 for a total of 60'.
Sec. 38-730 (5) Height and Mass (A) E-CX-3, 3 stories/ 50' max.

Zoning: E-CX-3 (Commercial Mixed Use Zone)

Applicant Presentation: Applicant Gabe Thomas presented to the Commission that their site slopes downward significantly and they are planning to build a for-sale condo development. He stated that there is only a portion of the development that they are requesting to go up to 4 stories on. He presented that they could change the position of the building on the lot, but they want to maintain the walkability of the development. He stated that they are also requesting a modification for the length of the building and the Committee expressed concern that they did not know that was also a request. The Committee asked the Applicant some questions about the parking and they plan to dedicate some of the property to the right of way to make more parking available for the development.

Community Response: Sam Young, Hill City Neighborhood Association Treasurer, presented to the Commission that as a neighbor/pedestrian/professional, he submitted questions and was wanting some more architectural conceptions of the proposed build for review. He then stated that he did some research on the scale of the building and that he did not understand exactly how big the building would be. He presented that the community does not understand the vision of the project and would like to request the Applicant defer to the next month to allow the community time to review the proposed development.

Deb Clanin, who lives adjacent to the development, stated that the magnitude of the development is not acceptable for the space of the neighborhood. She stated that there would

not be sufficient parking especially if only one space is required per unit. She also expressed concern about the increase in traffic, light pollution, noise and emergency services being overwhelmed with the proposed development.

Jennifer Wilson, who lives a block away from the proposed development, presented that she is mostly concerned about the increase in traffic and the flow of it along Harper St. She stated that the view line for the traffic is dangerous if it is inhibited by parked cars along Bell St as well as the traffic flow with the additional vehicles from the development.

Jeff Burger claims that he owns 150 ft of frontage on Bell Ave and he is concerned about the height of the development as well as the parking. He stated that it appears that they are planning to claim 11 parking spots on Bell Ave, but there are other residential homes that also park on that road and expressed concern about where they are supposed to park. He also stated that he is concerned about the height of the development if they put parking underneath the building.

Mary Westbrook, president of the neighborhood association, presented that she is concerned about how abruptly the community was informed of the development and that the magnitude and parking are major concerns for the community. She stated that they have asked the developer for a parking survey and a transportation impact analysis for the development. She stated that she went out to measure the streets for the proposed street parking for the development and Staff stated that according to the application, the developer is looking at dedicating some of the right-of-way to the City to increase the narrowness of the roads. She presented concerns of there not being a cohesive enough concept for the Commission to make a decision on and then be enforceable. She presented that the community wants to work with the developer and make something that is good for the community and that the neighborhood can be proud of. She stated that they are concerned about not being able to have enough trees.

Applicant Response: The Applicant stated that he is unsure if they have too much or not enough parking and Staff stated that they have too much and he stated that he hears the neighborhood and that this is a beginning to a long process that will need to be worked through with the City officials. He stated that he is happy to share the renderings of the development when they have them. He also stated that while he is not going to build nothing, he does want to work with the community as much as he can. He presented that he is also willing to work with whomever he needs to on the parking and traffic concerns.

Discussion: The Committee began their discussion by stating that they have never approved requests for variances on concepts only. They discussed they have approved additional stories, but had much more details to go off of. It was stated that they are confused about why they need 60' for 4 stories, but they cannot see it because they do not have any elevation drawings. The Committee asked the Applicant if they would be willing to defer the case to give the community more time and the Applicant time to develop renderings to show the Committee what they are wanting to build.

Board Motion and Vote:

- *David Hudson* made a motion to DEFER case #: FBC-25-8: 409 Spring St., to the May meeting.

Lee Helena seconded the motion.

All in favor. The motion carries 6-0.

OTHER INFORMATION


The Committee and Staff then discussed the changes to the new sign code and how they would like to proceed with hearing cases within the Form-Based Code signage. They then also requested to Staff to ensure that they are presented with detailed drawings to fully encompass the requests.

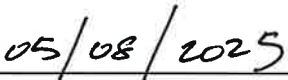
Next Meeting Date: May 8th, 2025 (Application deadline is April 11th, 2025 at 4pm).

Thomas Palmer motioned to adjourn.

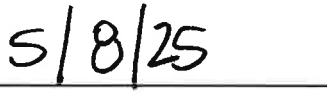
Lee Helena seconded the motion.

The meeting adjourned at 3:36 p.m..


Chairman


Date


Administrative Assistant


Date