



# FORM-BASED CODE COMMITTEE

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## MEETING MINUTES

August 8, 2024

The duly advertised meeting of the Form-Based Code Committee was held on August 8th, 2024, at 2:00 p.m. in conference room 1A of the Development Resource Center Building. Chairman Jim Williamson called the meeting to order at 2:04 p.m..

**Roll Call:** Admin Support Shelby Ogle called the roll.

**Members Present:** Alex Reyland, Beverly Bell, Sarah Brogdon, Jim Williamson, Lee Helena, Tenesha Irvin

**Members Absent:** David Hudson, Reginald Ruff, Thomas Palmer

**Staff Members Present:** Development Review Planner Akosua Cook, Admin Support Shelby Ogle, Staff Attorney Harolda Bryson

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

**Applicant(s) Present:** Kaitlin Pilgrim

**Rules and Regulations:** Chairman Jim Williamson explained the rules and procedures, order of business, Form-Based Code Intent, and principles and purpose.

**Approve Minutes:** Chairman Jim Williamson presented the July 11th, 2024 Meeting Minutes to be voted on. No amendments need to be made. *Sarah Brogdon* motioned to **APPROVE** the July minutes. *Beverly Bell* seconded the motion. **All in favor. The motion carries 6-0.**

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## OLD BUSINESS

NO OLD BUSINESS

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## NEW BUSINESS

- **FBC-24-12 – 846 McCallie Ave.: Fenestration Reduction**

Development Review Planner Akosua Cook presented to the Committee.

**Major Modification Request(s):**

1. Requesting 1st Floor Fenestration Reduction from 50% to 11%  
Sec. 38-717 (6)(A) Fenestration  
Ground story 50% min

**Zoning:** U-CX-3 (Commercial Mixed Use Zone)

**Applicant Presentation:** Applicant Kaitlin Pilgrim of Craig Design Group located at 413 Spears Ave presented to the Committee that she is there representing the owner of the property. She stated that they are wanting to add a single story garage to allow for storage of repair materials and when space allows they can store their work vans within the garage. Their goal is to keep the garage as unseen as possible. They want to limit visibility and make it match the existing building. They do not want to change the front facade, but they will have to replace a window with a door on the side of the building due to fire and safety requirements.

**Community Response:** No community members were present.

**Applicant Response to Community:** No response.

**Discussion:** The Committee asked Staff if there were any requirements or restrictions in the siding type for the new garage and Staff stated that there was not much concern about the siding type due to the nature of the visibility being limited. The Committee discussed some other code requirement questions and asked the Applicant a few more questions in regards to design and plans.

**Board Motion and Vote:**

- Lee Helena made a motion to **APPROVE** case #: FBC-24-12 - 846 McCallie Ave. as submitted, for a 1st floor fenestration reduction from 50% to 11% with the condition that the project meets all other requirements of the existing code.

Sarah Brogdon seconded the motion.

**All in favor. The motion carries 6-0.**

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## **OTHER INFORMATION**

**Next Meeting Date:** September 26th, 2024 (Application deadline is August 9th, 2024 at 4pm).

**Other Information:** Development Review Planner Akosua Cook presented the new date and time changes for the meetings moving forward. The Form-Based Code Committee will begin meeting the 4th Thursday of each month at 10:30 a.m..

**Sarah Brogdon motioned to adjourn the meeting.**

**Beverly Bell seconded the motion.**

**All in favor, meeting adjourned at 2:22 p.m..**

  
Jim Williamson, Chairman

09.26.2024.  
Date

  
Shelby Ogle, Admin

9/26/24  
Date