



FORM-BASED CODE COMMITTEE

MEETING MINUTES

December 12th, 2024

The duly advertised meeting of the Form-Based Code Committee was held on December 12th, 2024, at 1:00 p.m. in conference room 1A of the Development Resource Center Building.

Chairman Jim Williamson called the meeting to order at 1:27 p.m.

Roll Call: Admin Support Karen Cannon 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: Permit Clerk Nia York swore in people addressing the Committee.

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 November meeting minutes to be voted on. No amendments need to be made. *Reginald Ruff* motioned to **APPROVE** the November minutes. *Sarah Brogdon* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

- [FBC-24-26: 129 N Market St. – New Pole Sign](#)

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Allowance of a pole sign
Section 38-753 Sign Types(4)(A)4 Location
Pole mounted signs are not permitted.

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

Applicant Presentation: Applicant Jen Politano presented to the Committee that recently the design topper of the pole sign was taken without permission, but the pole and the base are remaining. They would like to replace it because it is unique to the building and they think it goes along with the building. In the future, a new tenant may want to change the signage on the sign.

Community Response: No Response.

Discussion: The Committee began their discussion by asking the Applicant some questions in regards to the dimensions of the sign and if they plan to build it back to the same dimensions and the Applicant stated that was the plan. The Committee and Staff spoke on why the case was before the Committee and it was because it was technically a new sign.

Board Motion and Vote:

- *Thomas Palmer* made a motion to APPROVE case #: FBC-24-26: 129 N Market St. as submitted, replicating the removed sign.

Reginald Ruff seconded the motion.

All in favor. The motion carries 5-0.

OTHER INFORMATION

Next Meeting Date: January 9th, 2025 (Application deadline is December 13th, 2024 at 4pm).

The meeting adjourned at 1:38 p.m..

 

Jim Williamson, Chairman Date

 

Administrative Assistant Date