



FORM-BASED CODE COMMITTEE

MEETING MINUTES

September 11th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on September 11th, 2025, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

Chair Jim Williamson called the meeting to order at 1:30 p.m.

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
- ☒ City Attorney: Gregory Glass

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

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

Approve Minutes: Chair Jim Williamson presented the August meeting minutes to be voted on. No amendments need to be made. *Lee Helena* motioned to **APPROVE** the August minutes. *Thomas Palmer* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

- FBC-25-21: 1620 Read Ave.: Lot Size Reduction

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting a reduction from the required minimum lot square footage for Single-Unit detached to 2,035 SF.

Sec. 38-715(2)(A) Lot Parameters

Single-unit detached Area 2,500 SF min.

Zoning: U-RA-3 (Residential Attached Zone)

Applicant Presentation:

Applicant Matt Bedsole appeared before the Committee to present his intention to purchase the lot and reside there. He expressed appreciation for the neighborhood, noting its many small-footprint homes that align with his preferences. Upon discovering the vacant lot, Mr. Bedsole stated that his goal was to maintain the historic character of the area. He explained that he did not want to have only a garage structure at the rear of the property but instead wished to split the lot and construct another unit on the additional parcel, which could then be sold to optimize their investment. Mr. Bedsole reviewed the proposed site plan and the rationale behind the design, noting that it includes a shared parking pad and a shared driveway located behind the houses.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by reviewing the surrounding neighborhood to evaluate how the proposed plan would fit within the existing context. Members expressed appreciation for the applicant's effort to consider both the intent of the code and the character of the neighborhood. The Committee inquired about how the minimum lot size of 2,500 square feet had been established in the code, and Staff explained that when the regulation was written, peer cities were likely studied, along with the lot sizes typical of existing neighborhoods. The Committee then asked whether the applicant could pursue a Horizontal Property Regime (HPR), and Staff clarified that the lot did not have sufficient width and that a modification would still be required. Following this discussion, the Committee expressed that they believed the proposed design was appropriate for the neighborhood. They also asked whether a permanent easement would be

provided for access to the shared driveway and parking pad, to which the applicant confirmed that such an easement was planned. Staff further noted that the easement would need to be established before a building permit for the second unit could be issued.

Board Motion and Vote:

- *Thomas Palmer* made a motion on case #: FBC-25-21: 1620 Read Ave., to **APPROVE**.

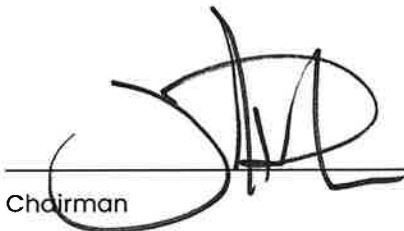
Lee Helena seconded the motion.

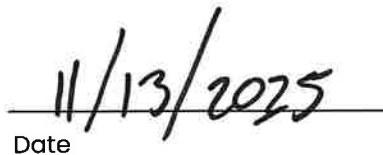
All in favor. **The motion carries 5-0.**

OTHER INFORMATION

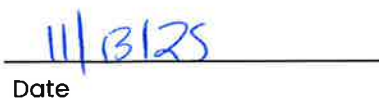
Next Meeting Date: October 9th, 2025 (Application deadline is September 12th, 2025 at 4pm).

Chair Jim Williamson motions to adjourn the meeting at 1:52 PM.


Chairman


Date


Administrative Assistant


Date