

FORM-BASED CODE COMMITTEE

MEETING MINUTES

November 13th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on November 13th, 2025, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

Vice-Chair Thomas Palmer 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
- Javier Peralta-Ramos
- Lee Helena
- Reginald Ruff
- Sarah Brogdon
- Lindsey Willke
- Thomas Palmer
- Vacant

Staff Attendance:

- Presenter: Akosua Cook
- Admin: Shelby Ogle
- City Attorney: Harolda Bryson
- Assistant Director: Darien Gilkenson

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

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

Approve Minutes: Vice-Chair Thomas Palmer presented the September meeting minutes to be voted on. No amendments need to be made. *Lee Helena* motioned to **APPROVE** the September minutes. *Sarah Brogdon* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

- FBC-25-25: 217 Tremont St. - Setback Reduction

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Request to reduce the primary street min setback from 10' to 4'.
Sec. 38-728 (3) Building Placement
(A) Primary street setback 10' min /30' max.

Zoning: E-RM-3 (Residential Multi Unit Zone)

Applicant Presentation:

Applicant Allen Jones addressed the Committee on behalf of his client, providing a recap of the project. He explained that an LDP is already in place for the property and that the proposal includes a three-story structure with garage parking. Jones stated that his clients have researched market needs and intend to introduce smaller residential units within the City. Due to steep slopes at the rear of the site, the design aims to work within the existing topography to avoid creating a large retaining wall. In the current plan, the retaining wall is positioned closer to Tremont Street, and the building would sit approximately four feet from the sidewalk. He noted that the architect revised the design to incorporate additional green space, and that the bottom-level units would feature direct street access. Jones emphasized that this proposal maintains strong pedestrian engagement and is appropriate for a transitional zone leading toward the single-family homes farther down Tremont Street. He also confirmed that the development will meet all parking requirements.

Community Response:

Received an email response from the neighborhood association that was read into the record.

Diane O'Sullivan, representing the neighborhood association, expressed concerns regarding the scale and appearance of large commercial buildings being constructed in the area, noting that residents want to ensure new development aligns with the neighborhood's character. She highlighted worries about trash placement and management, as well as the location of parking for the ADU. O'Sullivan stated that neighbors feel the proposed parking may be insufficient for the number of vehicles anticipated from the units. She also raised concerns regarding the concrete footer of the house.

Megan Graybear stated that she has been in communication with the developers and appreciates their responsiveness. As a next-door neighbor, she expressed concern that the proposed 10-foot retaining wall may not be feasible given the topography and that the uncleared lot makes it unclear what work will be required. She also questioned whether the front landscaping area is wide enough to support meaningful greenery. Ms. Graybear noted that a newly built project of all one-bedroom units may help meet the need for smaller housing and mentioned that one of the referenced structures is up for auction and may be demolished by a future owner. She also reviewed other referenced locations and noted that they may not be accurate comparisons.

Amy Packer, representing the neighborhood association, attended the meeting and spoke about the concerns she has regarding the proposed project.

Tom Elward stated that he sees significant issues with the renderings and the proposal, noting that some elements depicted do not currently exist. He added that while the neighborhood dislikes the trash and vacant homes, they would prefer those conditions over the proposed project.

Applicant Response:

The Applicant responded that the retaining wall is shown as 11 feet based on engineered plans. He discussed the proposed 21 bedrooms, which will be configured in various ways, and noted that RPA proposed some changes to the parking requirements at the Planning Commission. He added that they are working to avoid a zero-foot setback and are seeking a compromise that includes green space.

Committee Discussion:

The Committee discussed the proposed plan's accuracy, and the Applicant noted that the façade is generally accurate, though details are still being finalized, including whether the units will be apartments. They confirmed 14 parking spaces in the back, separated from the units by a curb, and stated that a code-compliant dumpster will be provided without reducing parking. The discussion also covered balancing the plan with neighborhood continuity, the density increase prompting the request, and clarification that the retaining wall height remains unchanged despite a location shift.

Board Motion and Vote:

- *Reginald Ruff* made a motion on case #: FBC-25-25: 217 Tremont St., to **DENY** due to lack of hardship.

Alex Reyland seconded the motion.

All in favor. **The motion carries 6-1. Lee Helena opposed.**

- **FBC-25-26: 626 Cherokee Blvd. - Signage**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Exceed maximum ground floor sign square footage from 48 sq ft max to 80 sq ft and exceed 1.5 sq ft per linear foot of that building side.

Section 38-753(1)(B) Sign Types Ground Floor Signs- General Provisions

B. Signs on any one side of a building cannot exceed 1.5 square feet per linear foot of that building side.

E. The max size of any one building sign cannot exceed 48 sq ft.

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

Applicant Presentation:

Applicant Michael Chen, owner of the studio, requested approval for sign panels measuring approximately 4x10 feet. He acknowledged that the signs exceed the allowed size but stated that they meet the intent of the FBC and would provide visibility for both tenants while maintaining the character of Cherokee Blvd.

Community Response:

No community response.

Committee Discussion:

The Committee asked for clarification on the sign location, and the Applicant showed it on a map. They confirmed that the building sits lower than the street, noting that a similar request had been approved for another site in a similar situation. The Committee also confirmed that the proposed sign would display two tenants, effectively appearing as two signs, and that it would be made of metal. Staff clarified that the code allows 48 sq. ft. for the total side of the building.

Board Motion and Vote:

- *Alex Reyland* made a motion on case #: FBC-25-26: 626 Cherokee Blvd., to **APPROVE** to promote the local business and street frontage due to the distance off the street.

Javier Peralta-Ramos seconded the motion.

All in favor. *The motion carries 7-0.*

- **FBC-25-27: 1804 Chestnut St. - Parking Setback Reduction**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Request to reduce parking setback along primary street from 30' to 3'.
Sec. 38-717(4) Access and Location
(A) Primary street parking setback 30' min.

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

Applicant Presentation:

Applicant David Fidati, representing the developer, stated that there is little to add to the presentation and emphasized a desire to maintain the neighborhood character. He noted that

buildings along the street have a zero-foot parking setback and that the project aims to avoid creating additional nonconforming areas while improving the site with landscaping rather than large vehicle storage. The existing curb cut for the entry would remain unchanged. He indicated that without the variance, conditions would likely remain the same and showed the Committee where new parking would be added, including the placement of trees to screen the area.

Community Response:

No community response.

Committee Discussion:

The Committee discussed that improvements to an existing parking lot must meet code requirements and referenced a similar parking request previously approved. Staff noted that the applicant plans to enhance landscaping beyond minimum requirements, which could be included as a condition in the motion. The Committee asked questions regarding landscaping, potential site expansion, and building construction. The Applicant confirmed that a building permit has already been approved and that no variance is required.

Board Motion and Vote:

- *Lee Helena* made a motion on case #: FBC-25-27: 1804 Chestnut St., to **APPROVE** due to it being an existing parking lot and must meet all the requirements of the landscape code.

Reginald Ruff seconded the motion.

All in favor. *The motion carries 7-0.*

- **FBC-25-28: 345 Broad St. - Signage**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting relocation of blade sign previously approved through Major Modification FBC-25-19 from location shown on Broad Street to 4th Street on the same building corner.

Section 38-753 (Sign Types)

(2)(d) Projecting signs are limited to the following dimensions

Zoning: D-SH-8 (Shopfront Mixed Use Zone)

Applicant Presentation:

Applicant Kevin Warwick stated that no variance for size is requested, noting that a modification has already been approved and that they are before the Committee only because the location has changed.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by reviewing the conditions of the previously approved modification.

Board Motion and Vote:

- Sarah Brogdon made a motion on case #: FBC-25-28: 345 Broad St., to **APPROVE** the request.

Lee Helena seconded the motion.

All in favor. The motion carries 7-0.

- **FBC-25-29: 1829 Jefferson St. - Setback Reduction**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting decrease in side setback at the rear of the property to 2'-6" due to the irregular lot shape.

Sec. 38-714(3)(B) Building Placement

Side Street Building Setback 10' min.

Zoning: U-RD-2 (Residential Detached Zone)

Applicant Presentation:

Applicant Bryan Owens of the Design Team, representing the owner, explained that the garage expansion is intended to provide off-street parking, as the narrow road does not allow on-street parking and there is no space for guest parking. He requested a variance for the side setback, reducing it from 10 feet to 6 feet in one area and 7 feet in another, to accommodate the garage enlargement. Mr. Owens noted that the area is densely built and that the proposed garage size is consistent with the neighborhood scale and does not impede street views.

Community Response:

No community response.

Committee Discussion:

The Committee asked whether the garage expansion would reduce bedroom egress, and the Applicant confirmed that two egress windows remain. They inquired about the fence and curb, and the Applicant stated that the existing fence extends to the curb. The Committee discussed the hardship related to the lot's shape and sought confirmation regarding the extent of the garage expansion and its dimensions.

Board Motion and Vote:

- Lindsey Willke made a motion on case #: FBC-25-29: 1829 Jefferson St., to **APPROVE**.

Lee Helena seconded the motion.

All in favor. The motion carries 7-0.

OTHER INFORMATION

Next Meeting Date: December 11th, 2025 (Application deadline is November 14th, 2025 at 4pm).

Welcome new members!

Voting for chair and vice chair and ethics training next meeting!

Alex Reyland motions to adjourn the meeting.

Lee Helena seconded the motion.

Meeting at 3:06 PM.



Chairman

Date

12/11/2025



Administrative Assistant

Date

12/11/25