



FORM-BASED CODE COMMITTEE

MEETING MINUTES

December 11th, 2025

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

Acting Chair Thomas Palmer called the meeting to order at 1:31 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
- Jack Wood

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

Approve Minutes: Acting Chair Thomas Palmer presented the November meeting minutes to be voted on. No amendments need to be made. *Alex Reyland* 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-25-31: 500 Broad St. - Story Height Reduction, Fenestration Reduction, Parking Setback**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting a reduction from the required minimum building story height to 1 story.
Sec. 38-703(5)(8) Height and Mass
Building height: 3 story min.
2. Requesting a reduction from the minimum fenestration requirements from 70% to 7%.
Sec. 38-703(6)(A) Public Realm
Fenestration ground story 70% min.
3. Requesting a parking setback reduction from 30' min to 0'
Sec. 38-703(4)(() Access/ Parking Location
B street 30' min.

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

Lee Helena entered the meeting at 1:41pm.

Applicant Presentation:

Applicant Zachary Kelley, the project architect, presented that the requested addition is necessary to expand operations and production. He explained that adding multiple structures would be inefficient and increase construction costs, and noted that the building is currently only one story. With a lot width of 21 feet, there is insufficient depth to meet parking setbacks while still providing the parking essential for staff. The request also includes reduced fenestration to protect baked goods from temperature fluctuations, which could otherwise lead to spoilage and health concerns. Mr. Kelley stated that, despite not meeting certain specific code requirements, the design achieves the intent of the Form-Based Code. Lauren Graybowski, daughter of the business owner, spoke on behalf of the owner, emphasizing that reduced fenestration is necessary to prevent product melting and reduce refrigeration energy use. She noted that the building height will remain consistent with the existing structure, that adding more stories is financially unfeasible, and that parking located behind the building is critical for both customers and employees, with no viable alternatives for expansion on the lot.

Community Response: None.

Committee Discussion:

The Committee asked Staff to outline the differences between the current case and the previous case heard in August 2025. Staff noted that the prior request did not include a parking variance and involved a new building, whereas the current request seeks a height reduction for an addition. The Committee reviewed the case history for new members and those absent from the earlier hearing and discussed how the requests relate to the intent of the Form-Based Code. Questions were raised regarding changes to the rear parking, and it was confirmed that none are proposed. The Committee also inquired about on-street parking on 5th Street, which does not exist, and noted that the building is over 100 years old. The discussion then focused on the various requests, including fenestration, with the Applicant confirming that the original windows will be maintained.

Board Motion and Vote:

- *Lindsey Wilke* made a motion on case #: FBC-25-31: 500 Broad St., to **APPROVE** request 1 due to being an addition to the existing historic building and utilitarian in nature & request 3 and **DEFER** request 2 to a later date.

Sarah Brogdon seconded the motion.

All in favor. The motion carries 7-0.

OTHER INFORMATION

Next Meeting Date: January 8th, 2025 (Application deadline is December 12th, 2025 at 4pm).

Chair and Vice-Chair Elections:

Thomas Palmer was nominated for Chair.

Sarah Brogdon motioned to elect. Lee Helena seconded the motion. All in favor.

Lee Helena was nominated for Vice-Chair.

Sarah Brogdon motioned to elect. Alex Reyland seconded the motion. All in favor.

Ethics Training: City Attorney Harolda Bryson presented the Ethics Training to the Committee.

Thomas Palmer motions to adjourn the meeting.

Lee Helena seconded the motion.

Meeting was adjourned at 3:05 PM.



Chairman

1/8/2026

Date



Administrative Assistant

1/8/2026

Date