



FORM-BASED CODE COMMITTEE

MEETING MINUTES

January 8th, 2026

The duly advertised meeting of the Form-Based Code Committee was held on January 8th, 2026, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

Chairman Thomas Palmer called the meeting to order at 1:32 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:

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

Approve Minutes: Chairman Thomas Palmer presented the December meeting minutes to be voted on. No amendments need to be made. *Lee Helena* motioned to **APPROVE** the December minutes. *Alex Reyland* seconded the motion. Voice Vote: All in favor. **The motion carries.**

OLD BUSINESS

NEW BUSINESS

- **FBC-25-33: 1815 Williams St. - Rear Setback Reduction**

Major Modification Request(s):

1. Request to reduce the rear min setback from 25' to 15'
 - Sec. 38-714(3) Building Placement (D)
 - Rear: Common lot line/ alley setback 25' min

Case Presentation: Akosua Cook presented the case to the Committee.

Applicant Ken Chandler stated that he is the owner of the house, which he purchased two years ago. At the time of purchase, all existing structures were already in place, and he and his wife intended to renovate the home to serve as their primary residence. He explained that their plan included renovating the front of the house and constructing an accessory dwelling unit (ADU) above the garage. Mr. Chandler noted that all renovations would remain within the original footprint of the existing structures, with no expansion beyond that area except for the addition of an exterior stairwell. He stated that the ADU is intended to provide space for their children when they visit, as the main portion of the home will be used by him and his wife. He added that he believes the proposed improvements would be a positive addition to the neighborhood. The Committee requested clarification confirming that the building footprint would not increase other than the addition of the exterior stairwell.

Community Comments:

The Committee received two emails from residents expressing concerns regarding the placement of the public notice sign and the proposed height of the structure. Both residents indicated that the public notice sign had been placed at the rear of the property rather than at the front, and they also raised concerns that the proposed height of the ADU would be out of character with the surrounding area.

Sue Roman, who resides across the street from the property, attended the meeting to obtain additional information about the project. She requested clarification on the proposed height of the ADU. In response, the Applicant confirmed that the proposed height of the ADU would be 24.6 feet.

Committee Discussion and Vote:

The Committee began its review by examining the elevation drawings and confirming the nature of the request before them. Members then directed questions to Staff regarding the characteristics of the surrounding area and the applicable zoning code requirements for the proposed project.

- *Lee Helena* made a motion on case #: FBC-25-33: 1815 Williams St., to **APPROVE** the reduction in rear setback from 25ft to 15ft with the following condition(s):
 - Not exceed 24ft in height.

Reginald Ruff seconded the motion.

Voice Vote:

All in favor. **The motion carries.**

- **FBC-25-35: 424 Cherokee Blvd. – Side Setback Reduction & Story Height**

Major Modification Request(s):

1. Request to increase building height from 4 stories to 5 stories.
 Sec 38-730(1)(A) Height and Mass
 Maximum height E-CX-4 4 stories/ 60' max
 Maximum height within 30 feet of a protected zone 2 stories/ 24' max
2. Request to decrease the side setback abutting a protected zone.
 Sec 38-730(3)(C) Building Setbacks
 Side: protected zone 15' min

Case Presentation: Akosua Cook presented the case to the Committee.

Applicant Dan Marrow, one of the developers for the project, appeared before the Committee and introduced the members of his team who were present. He provided background information on the project, including the history of the property and the reasons they chose to purchase it. Mr. Marrow explained that the development team evaluated multiple site plan options to determine what would work best for their client, as well as for the neighborhood and surrounding area. He discussed several site constraints that presented challenges for development and stated that, based on those factors, they determined the project would need to be a mixed-use development that included on-site parking. He further explained that five stories are necessary to make the project financially feasible and that a setback reduction within the protected zone is required because the parking structure cannot be shifted further back on the site.

Community Comments:

Meaghan Hall, who works at a business on Cherokee Boulevard and has lived in the City for most of her life, addressed the Committee and expressed significant concerns regarding traffic in the area. She stated that, in her experience, traffic is already problematic and that the proposed project would further increase congestion. Ms. Hall described traffic-related issues she has encountered in connection with her place of employment and noted that the area is already densely developed with mixed-use properties. She expressed concern that the addition of another mixed-use development would exacerbate existing traffic and density challenges.

Applicant Comments:

The Applicant stated that the project is a mixed-use development with a focus on enhancing walkability within the neighborhood. Regarding deliveries for the grocery store, he noted that all applicable requirements are being met. He explained that the loading dock is located off the main road and that deliveries typically occur either late at night or in the morning. He emphasized that the overall goal of the project is to improve the walkability and the character—or “fabric”—of the neighborhood.

Committee Discussion and Vote:

The Committee discussed various aspects of the project with the Applicant. They confirmed the grocery store is a smaller-format national chain and that the proposed skybridge is allowed under the Form-Based Code, though approval from the Transportation Department is required since it crosses a right-of-way. The

architect explained the continuous roofing and ground-floor break, designed to maintain a cohesive building while adding visual interest. The project is five stories, within height limits, and does not include an affordable housing component. Questions were raised about the skybridge's aesthetics and the setback request from the protected zone. The Applicant noted that the rear residential building, though five stories, sits in a topographical depression and should not appear out of character. He also reviewed site circulation and the parking garage. Given ongoing concerns, the Committee and Applicant discussed deferring the case to refine the requests and present a clearer proposal for approval. A deferral request was made and approved.

OTHER INFORMATION

Next Meeting Date: February 12th, 2025 (Application deadline is January 9th, 2026 at 4pm).

**Alex Reyland motions to adjourn the meeting.
Javier Peralta-Ramos seconded the motion.
Meeting was adjourned at 3:04 PM.**



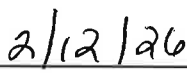
Chairman



Date



Administrative Assistant



Date