



FORM-BASED CODE COMMITTEE

MEETING MINUTES

February 12th, 2026

The duly advertised meeting of the Form-Based Code Committee was held on February 12th, 2026, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

Vice-Chairman Lee Helana called the meeting to order at 1:33 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

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

Rules and Regulations: Vice-Chairman Lee Helena explained the rules and procedures, order of business, Form-Based Code Intent, and principles and purpose.

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

OLD BUSINESS

- **FBC-25-31: 500 Broad St. - Fenestration Reduction**

Major Modification Request(s):

1. Requesting a reduction from the minimum fenestration requirements from 70% to 7%.
Sec. 38-703(6)(A) Public Realm
Fenestration ground story 70% min.

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

Applicant Zachary Kelley, the project architect, explained that the proposal focuses only on the new addition and aims to meet the relevant design goals. He stated that the space will primarily be used for storage, including perishable items, and that they are seeking to reduce fenestration to help minimize energy use. The applicant requested approval for 25% fenestration instead of the previously proposed 7%. He also noted that the design of the addition is intended to remain consistent with the context of the existing historic building. Property owner Helene Grzybowski added that the previously considered 50% fenestration would result in too many windows, which would limit usable interior space. She explained that the addition will include a large walk-in refrigerator and freezer, and additional windows would reduce the space available for those installations.

Community Comments:

None.

Committee Discussion and Vote:

The Committee began by asking the applicants whether they were aware that constructing the addition would require bringing the entire building into compliance with current code requirements, which the applicants confirmed they understood. The Committee also asked why updated site plans reflecting the increased fenestration had not been submitted. The applicants explained that they had not finalized a design because they were waiting to see if the Committee would allow the requested 25% fenestration; if approved, they would adjust the plans to meet that requirement. The Committee confirmed that the 25% fenestration would apply only to the new addition and would not include windows on the existing building. The members then discussed the challenge of making a decision without finalized drawings, reviewed the proposed plans for the addition, and considered the applicant's stated hardship.

- *Alex Reyland* made a motion on case #: FBC-25-31: 500 Broad St., to **APPROVE** the reduction in the fenestration from 70% to 25% with the following condition(s):
 - 25% of the existing and new structure together. This is due to the nature of the existing structure and lot dimensions.

Jack Wood seconded the motion.

Voice Vote:

3 in favor - 2 opposed. **The motion carries.**

NEW BUSINESS

FBC-26-1: 405 Main St. – Parking Lot Surfacing

Major Modification Request(s):

1. Request to operate an existing gravel lot for commercial parking on a temporary basis.
Sec. 38-743 (2) Landscape
All on-site vehicle parking areas must be landscaped as specified in Sec. 38-748.

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

Applicant Justin Patel, asset manager for a Georgia-based hospitality company, presented the site plan and noted that the site's addressing has changed. He explained that the proposal is to temporarily operate the property as a paid parking lot until a hotel is constructed on the site, at which point the parking lot would be removed. Patel stated that the lot would be paved for the interim use and later removed when construction of the hotel begins. He reviewed the proposed parking layout and noted that, because the site is currently gravel, discussions with the Public Works stormwater team indicated there would be no issues with the temporary paving plan.

Community Comments:

None.

Committee Discussion and Vote:

The Committee asked the applicant several questions and confirmed that the proposed parking lot would occupy the same area where the hotel is eventually planned to be built. They then asked Staff whether the temporary parking lot would need to be brought into compliance with current code requirements, and Staff confirmed that it would. The Committee also asked the applicant if they would be willing to return in one year for a review of the temporary use, and the applicant indicated they would be open to that.

- *Lee Helena* made a motion on case #: FBC-26-1: 405 Main St., to **APPROVE** the request to operate an existing gravel lot for commercial parking on a temporary basis with the following condition(s):
 - 12 month term – Renew before the Committee after term.

Alex Reyland seconded the motion.

Voice Vote:

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

FBC-26-2: 659 W 26th St. – Lot coverage and building setback

Major Modification Request(s):

1. Requesting a reduction in the required lot frontage.
Sec. 38-770(3)(E) Building Placement
Building frontage on Primary Street: 50% min.
2. To exceed the maximum building setback from 30' to 41'.
Sec. 38-770(3)(A) Building Placement
Building setback on Primary Street: 0' min/ 30' max.

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

Applicant Steve Haase, the project architect, presented the request as a follow-up related to the parking garage associated with the lot across the street that had previously been discussed. He explained that design adjustments were necessary due to the shape of the lot, the placement requirements of nearby structures, and the need to accommodate utility equipment. As a result of these constraints, a small portion of the proposed structure extends into the required setback.

Community Comments:

None.

Committee Discussion and Vote:

The Committee asked whether the parking garage would serve the stadium or the residential units, and the applicant confirmed that no stadium parking is planned. They inquired if the garage would be built in multiple phases, and developer Bill Campbell stated that it would likely be constructed in two phases. The Committee asked about setback requirements, and it was clarified that there is no minimum setback, though a maximum of 30 feet applies. Regarding the garage's location, the applicants explained that it is angled to accommodate a utility easement while maximizing available space. The Committee then discussed potential motions and the conditions that would apply for approval.

- *Alex Reyland* made a motion on case #: FBC-26-2: 659 W 26th St., to **APPROVE** with the following condition(s):
 - Modification 1: This modification is specific to the submitted parking garage structure.
 - Modification 2: Approved due to utility easements.

Lee Helena seconded the motion.

Voice Vote:

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

- **FBC-26-3: 103 Grace Tree Way - Signage**

Major Modification Request(s):

1. Reduce monument sign setback from 18' to 5'
 - Section 38-753 Sign Types(4) Monument Signs(A)3 Location
 - A monument sign cannot be closer than 18 feet to any public right-of-way, and cannot be located in the Pedestrian or Street Tree zone.
2. Exceed maximum dimensions allowed for monument (ground) sign
 - Section 38-753 Sign Types(4) Monument(B) Dimensions
 - A monument sign cannot exceed 6 ft in height or 10 ft in width. Maximum sign size is 60 sq ft. Height is measured from the top of the sign to the lowest point of the ground upon which the proposed sign is to be located.
3. Allow two skyline signs on a building of 4 or fewer stories
 - Section 38-753 Sign Types(3) Skyline Signs(A)2 Location
 - If a building of 4 or fewer stories is specifically designed for assemblies of large groups of people (such as theaters, sports arenas, conference centers) or it is a hospital, a Skyline Sign may be placed on the top third of the building façade fronting the primary street.

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

Applicant Deana Harrison, part of the design team representing the ownership group revitalizing the area, presented the sign plan, noting that the current drawings serve as a placeholder while the community works on renaming the property. She explained that the proposed monument sign must be 18 feet from the property line, but the buildings are only six feet from the lot line, and new developments are typically not permitted to have monument signs, necessitating relief. Harrison also requested a taller sign to better align with the seven-story building, as a shorter sign would appear out of scale. She noted that utilities must remain clear of the sign's location, and that the monument would be nearly in line with the buildings. Additionally, she stated that for the skyline signs, they are requesting permission to place them on two three-story buildings that face the interstate.

Community Comments:

None.

Committee Discussion and Vote:

The Committee asked to see the site plan, and the applicant identified the buildings where they are requesting approval to add skyline signs. The Committee then discussed the proposed monument sign, noting that the Form-Based Code generally discourages new monument signs. The applicant explained that the monument sign would have a square design with visual elements. The Committee expressed concern that the skyline signs could appear overly commercial, resembling a hotel rather than a residential development. In response, the applicant stated that the signs would be halo-lit rather than internally illuminated, which would give them a more residential appearance. She explained that the request is being presented now to allow planning for electrical wiring if the signs are approved. The Committee and applicant discussed the monument sign location and skyline sign requirements, as well as the Committee's concerns and what information would assist in making a decision. The applicant then requested to defer the case.

- *Lee Helena* made a motion on case #: FBC-26-3: 103 Grace Tree Way, to **DEFER** to a later meeting.

Alex Reyland seconded the motion.

Voice Vote:

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

- **FBC-26-5: 424 Cherokee Blvd. - Building Height**

Major Modification Request(s):

1. Requesting to increase building height from 4 stories to 5 stories and reduce the distance for the protected zone height restriction from 30' to 15'.

Section 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

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

Applicant Dan Merrill, along with his project team, presented to the Committee, noting that at a previous meeting they had been asked to simplify their requests and break up the building design. He explained that they plan to construct a five-story building while remaining below the maximum allowed height. Merrill also stated that a residential home adjacent to the parcel has a protected setback zone, and they are requesting to build the entire structure at a 15-foot setback instead of the 30 feet normally required for buildings over two stories.

Community Comments:

Several community members spoke regarding the proposed development. Matthew Smith, who lives near the site, expressed concern about tree height and ensuring that trees do not grow into the street. David Jones, a resident of nearby townhouses, spoke in favor of the project, noting that he has lived in North Chattanooga most of his life and is excited about the proposed changes, including adjustments to building heights that would enhance the skyline. Matthew Layne, also a neighborhood resident, emphasized the importance of adhering to code requirements to preserve the character of the area. Paige, a local homeowner, raised concerns about walkability and neighborhood culture, stating that she feels the design does not align with the character of the neighborhood, opposing any height increases beyond four stories, and expressed interest in being involved in the building's design process.

Applicant Response:

The applicants emphasized that they aim to be good neighbors and are currently in the very early stages of the project's design. They stated that, at this time, they are only seeking to finalize the overall concept and big-picture elements before developing the detailed designs of the building.

Committee Discussion and Vote:

The Committee began by discussing the protected zone, expressing concern about constructing a large building in close proximity to it. They confirmed that both height and number of stories are regulated under the Form-Based Code. The Committee then requested to review the protected parcel and its relationship to the proposed project. They also asked questions regarding the screening requirements for the parking garage.

- *Alex Reyland* made a motion on case #: FBC-26-5: 424 Cherokee Blvd., to **APPROVE** with the following condition(s):
 - The 5 story increase is limited to 60' in height.
 - The parking garage is limited to 60' building height relative to Stringer St.

Reginald Ruff seconded the motion.

Voice Vote:

4 in favor - 1 opposed. **The motion carries.**

- **FBC-26-4: 310 Stringer St.- Building Height**

Major Modification Request(s):

1. Requesting to increase building height from 4 stories to 5 stories and reduce the distance for the protected zone height restriction from 30' to 15'
 - Section 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

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

The applicant stated that the current request is essentially the same as the previously reviewed case for the adjacent lot.

Community Comments:

Paige, a local homeowner and neighborhood resident, requested that the height restriction be explicitly included in the motion. Matthew Smith, who lives near the proposed development, expressed concerns about preserving the tree canopy and the mature trees on the lot.

Committee Discussion and Vote:

The Committee requested confirmation that the building height would remain below 60 feet and that the structure would be entirely residential, not mixed-use. They then discussed the protected zone request and reviewed the surrounding buildings and land uses in relation to the parcel.

- *Lee Helena* made a motion on case #: FBC-26-4: 310 Stringer St., to **APPROVE** with the following condition(s):
 - 5 stories allowed with a maximum height of 55'.

Reginald Ruff seconded the motion.

Voice Vote:

4 in favor - 1 opposed. **The motion carries.**

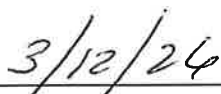
OTHER INFORMATION

Next Meeting Date: March 12th, 2025 (Application deadline is February 13th, 2026 at 4pm).

**Alex Reyland motions to adjourn the meeting.
Meeting was adjourned at 3:32 PM.**



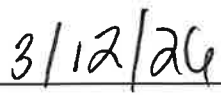
Chairman



Date



Administrative Assistant



Date