



FORM-BASED CODE COMMITTEE

MEETING MINUTES

February 13th, 2025

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

Chairman Jim Williamson called the meeting to order at 1:37 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
- ☐ Admin: Karen Murphy Cannon
- ☒ City Attorney: Harolda Bryson

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

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

Approve Minutes: Chairman Jim Williamson presented the January meeting minutes to be voted on. No amendments need to be made. *David Hudson* motioned to **APPROVE** the January minutes. *Lee Helena* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

- FBC-24-27: 122 W Main St. - Signage

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Allowance of an internally illuminated box-type plastic sign
Section 38-754 Sign Illumination (A)
Internally illuminated box-type plastic signs are not permitted

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

Applicant Presentation: Applicant James Reason with Professional Sign Services, presented to the Committee that this request was presented at last month's meeting. He stated that it is part of a local family restaurant group and what they are trying to do is communicate to the community who is playing at that venue. He presented that there is no practical way that they can have a sign where they can slide letters in and out of. He stated that the only plastic piece is the yellow portion of the display. He said they are trying their best to comply with the code, but there is not a practical way to do that. He stated that they tried to move the location of the sign upwards, but there was no practical way to do that so they looked at moving it down on the wall, and it is almost in a window. He stated that it would be mounted on the outside of the window and they would have an old school style reader board where they slide in individual letters.

Community Response: No Response.

Discussion: The Committee began their discussion by stating that they have had something similar to this, but it was electronic. They then asked the Applicant if they are worried that people will change the sign and he stated that they plan to add a clear locked screen that is hinged and can be lowered to be changed by approved persons only. They then discussed the visibility of the sign if it was placed inside the building and if it was inside the building then the visibility is questionable and it is not very feasible to figure out a structure for the inside to house it. They then asked if the proposed sign utilized a sign from inside the building and it was confirmed that they plan to repurpose the interior sign inside a newly built frame. The Committee then asked about the illumination of the sign and the Applicant stated that there are bulbs going around the outside and then it is lit behind the letter. He stated that the entire thing will be encased in a clear plastic box essentially.

Board Motion and Vote:

- Sarah Brogdon made a motion to APPROVE case #: FBC-24-27: 122 W Main St., based on the need of the business to interchange the letters for weekly events and based on the Applicant's intent to repurpose a historic sign.

David Hudson seconded the motion.

All in favor. The motion carries 6-0.

NEW BUSINESS

- FBC-25-2: 51 Station St. – Fenestration

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting a decrease from the minimum ground story fenestration from 50% to 19%
Sec. 38-719(6) Fenestration (A) Ground story/50% min

Zoning: U-IX-8 and U-IX-4 (Industrial Mixed Use Zone)

Applicant Presentation: Applicant Tom Bartue with Method Architecture, speaking on behalf of the business entity that is leasing the location in question. He stated that this property is the previous location of the Choo Choo and their office was contracted to do the tenant improvement for the company. He then presented that they want to reopen some openings that were closed up and are wanting to make it more transparent with the openings.

Community Response: No Response.

Discussion: The Committee began their discussion by asking the Applicant about the limits of the lease and he stated that it is a 10 year lease. He was then asked about the length of the building and he stated that there is a tenant station wall right beside one of the openings they are going to create. They then discussed if it was for the entire building or the tenant only space, to which the Applicant stated that it was for the tenant space only. The Committee then asked what the percentage of the tenant-only space was in relation to the rest of the building and the Applicant stated that it was probably about 40% and he stated that they are opening more fenestration on the courtyard side.

Board Motion and Vote:

- *Lee Helena* made a motion to APPROVE case #: FBC-25-2: 51 Station St., from 50% fenestration to 19% fenestration based on the historic nature of the building as well as the existing boarded up building windows and the building being a multi-tenant building.

Sarah Brogdon seconded the motion.

All in favor. *The motion carries 6-0.*

- FBC-25-3: 633 Chestnut St. – Skyline Sign

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Allowance of second skyline sign.
Section 38-753(3)(A) Sign Types Building Skyline signs

Buildings that exceed 4 stories in height may have one additional skyline sign located within the top third of the building facade fronting the primary street.

Zoning: D-CX-12 (Commercial Mixed Use Zone)

Applicant Presentation: Applicant Aaron McMichen presented to the Committee that there has been a sign in that location on the building for multiple years and it was taken down to paint the building. He stated that they just want to put the signs back up in the same locations.

Community Response: No Response.

Discussion: Staff began by stating that it was believed to be grandfathered in before the Form-Based code was adopted. The Committee asked the Applicant when it was removed and he stated that it has been a couple of years. He presented that the business rebranded and that is why they waited to put the sign back up. The Committee then discussed with the Applicant how the need for this modification came about and they asked for the specific wording in the code.

Board Motion and Vote:

- David Hudson made a motion to APPROVE case #: FBC-25-3: 633 Chestnut St. to allow the second skyline sign based on the rebranding and a replacement of an existing sign in the same location as well as the tenant being the same.

Tenesha Irvin seconded the motion.

All in favor. The motion carries 6-0.

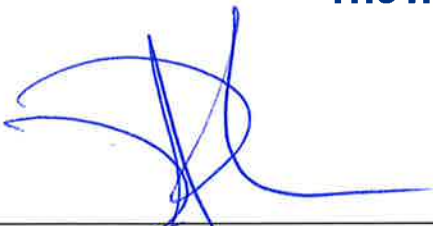
OTHER INFORMATION

Next Meeting Date: March 13th, 2025 (Application deadline is February 14th, 2025 at 4pm).

Lee Helena motioned to adjourn.

Sarah Brogdon seconded the motion.

The meeting adjourned at 2:24 p.m..



Jim Williamson, Chairman
THOMAS PALMER

4/10/20

Date



Administrative Assistant

4/11/25

Date