



FORM-BASED CODE COMMITTEE

MEETING MINUTES

July 10th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on July 10th, 2025, at 1:30 p.m. in conference room 1A of the Development Resource Center Building.

Chair Jim Williamson 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
- ☐ David Hudson
- ☒ Jim Williamson
- ☒ Lee Helena
- ☒ Reginald Ruff
- ☐ Sarah Brogdon
- ☐ Tenesha Irvin
- ☒ Thomas Palmer

Staff Attendance:

- ☒ Presenter: Akosua Cook
- ☒ Admin: Shelby Ogle
- ☐ City Attorney: Gregory Glass

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

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

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

OLD BUSINESS

No Old Business

NEW BUSINESS

- FBC-25-16: 2685 Chestnut St.: Lot Frontage + Primary Street Entrance

Development Review Planner Akosua Cook presented to the Committee.

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 orient the public entrance towards the new plaza, not the primary street.
Sec. 38-698 (E) Measurements and Exceptions / Rules for All Zones
An entrance providing both ingress and egress, operable to residents at all times and customers during regular business hours, is required to meet the street-facing entrance requirements.
Sec.38- 771(6) (G) Public Realm
Entrance facing primary street: Required.

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

Applicant Presentation:

Applicants Matt Lyle, Sarah Page, and Bill Campbell presented to the Committee a clarification for the record that the precedent photos that were presented were just examples of what the group working on the project had completed previously. They then spoke that they believe they might actually meet the frontage requirements and might not need the frontage modification. They then spoke on the primary entrance request, stating that they have residential units fronting the primary street. However, they want the primary entrance to be off the pedestrian plaza. They then presented that they have numerous entrances into the structure along the primary street, but they want to classify the proposed entrance as primary as it is where the lobby is located for the building. The Committee then asked the Applicants some questions about their frontage modification request and also asked Staff if the modification was no longer needed. They then were asked by the Committee if they needed a frontage modification for the other side of the street and it was stated by the Applicants that they meet the requirements on that street side. The Committee asked the Applicants if the proposed plaza would remain open to the public or if it would be closed off and it was stated that it would be open to the public at all times with a closing time of 11pm and it would potentially be closed off during events. They stated that they want the proposed plaza to be part of the Riverwalk and are planning to encourage pedestrians to utilize it.

The Committee then asked the Applicant some more clarifying questions about the location of the other entrances as well as the availability for emergency services to access the location.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by asking if they have spoken with Hamilton County GIS about the primary entrance for the structure since they are requesting it to not be on a primary street. The Applicant responded that they have a parcel address, but do not have a building address yet. They stated that they want to formalize the primary entrance off the plaza instead of the street before moving forward with the other steps of the project. The Committee asked the Applicants if this was strictly residential and they stated that it was a residential building with a parking garage. The Committee then discussed some other aspects of the project as they relate the request for the primary entrance off the plaza including asking for clarification on some topics from Staff.

Board Motion and Vote:

- *Thomas Palmer* made a motion on case #: FBC-25-16: 2685 Chestnut St., to
 - **DENY** 1. Requesting a reduction in the required lot frontage.
 - **APPROVE** 2. To orient the public entrance toward the new plaza, not the primary street, with the following conditions:
 - The new plaza is intended to be a new public urban space and will act as the primary facade.
 - Entrance is connected to the primary street by a covered loggia that will be addressed and have signage to signify the primary entrance.

Lee Helena seconded the motion.

All in favor. The motion carries 5-0.

OTHER INFORMATION

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

The meeting adjourned at 2:14 p.m..

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Chairman Date 08/14/2025

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Administrative Assistant Date 8-14-25