



FORM-BASED CODE COMMITTEE

MEETING MINUTES

January 9th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on January 9th, 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 December meeting minutes to be voted on. No amendments need to be made. *David Hudson* motioned to **APPROVE** the December minutes. *Alex Reyland* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW 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 Colin Woodcook, the sign installer, presented that they are wanting to replace an existing sign that would showcase to the community what entertainment would be at the venue. The Applicant then informed the Committee the design for the sign; stating that it would have a traditional sign cabinet, but would have a slide that goes in and rotates to showcase the information to the public.

Community Response: No Response.

Discussion: The Committee began their discussion by asking the Applicant some more questions about the design for the sign and asked that the Applicant submit a more indepth site plan. The Committee then spoke on if there were other signs similar in the area and if the proposed sign would fit or not. They ultimately decided that a more detailed sign rendering was needed before a decision could be made and suggested the Applicant defer for a month.

Board Motion and Vote:

- *Jim Williamson* made a motion to DEFER case #: FBC-24-27: 122 W Main St. to the February meeting.

David Hudson seconded the motion.

All in favor. *The motion carries 7-0.*

- FBC-24-28: 301 Market St. - New Construction

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting a decrease from the minimum ground story fenestration from 70% to 55% and upper story from 20% to 4%

Sec. 38-703(6) Fenestration

(A) Ground story/60% min (B) Upper Story / 20% min

2. Requesting an increase in the maximum blank wall length

Sec. 38-703(6) Fenestration

(C) Blank Wall Length 20' max

3. Requesting an increase in the maximum allowed square footage for a projecting sign and a reduction in minimum height from sidewalk

Sec. 38-753(2) Projecting Signs

(D) Max square footage 20 SF / Min height from sidewalk 9'

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

Applicant Presentation: Applicant Charlie Drury, along with Paul Greco and Emily Godfrey, presented to the Committee that they are proposing developing a new hotel in the Downtown area. They talked through all of the requests that they had that included a decrease in the fenestration requirements as well as to increase the maximum blank wall that is allowed. They also discussed their desire to put a projecting sign that is greater than the code allows for.

Community Response: No Response.

Discussion: The Committee began their discussion by asking the Applicants some clarifying questions about the design of the hotel and why they made the choices that they did. They also asked the Applicants about the choice in the size of the projecting sign and why they decided to go with that large of a sign. The Committee then spoke at length about how there were more modifications that needed to be added to the request to encompass the full scope of the project and proposed that the case be deferred for a month to allow time for the Applicants to work with Staff to ensure all the requests get added to the case.

Board Motion and Vote:

- Alex Reyland made a motion to DEFER case #: FBC-24-28: 301 Market St. to the February meeting.

Sarah Brogdon seconded the motion.

All in favor. The motion carries 7-0.

OTHER INFORMATION

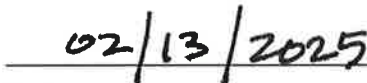
Next Meeting Date: February 23th, 2025 (Application deadline is January 10th, 2025 at 4pm).

David Hudson motioned to adjourn.


Thomas Palmer seconded the motion.

The meeting adjourned at 2:48 p.m..


Jim Williamson, Chairman


Date


Administrative Assistant


Date