



# FORM-BASED CODE COMMITTEE

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## MEETING MINUTES

June 12th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on June 12th, 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 1:30 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:** 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 May meeting minutes to be voted on. No amendments need to be made. *Lee Helena* motioned to **APPROVE** the May minutes. *Thomas Palmer* seconded the motion. All in favor. **The motion carries.**

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## **OLD BUSINESS**

No Old Business

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## **NEW BUSINESS**

### **- FBC-25-14: 437 Market St.: Signage**

**Development Review Planner Akosua Cook presented to the Committee.**

**Major Modification Request(s):**

1. Allowance of a pole sign
  - a. Section 38-753 Sign Types(4)(A)4 Location  
Pole mounted signs are not permitted.

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

**Applicant Presentation:**

Applicant Jim Teal, from the sign company working on the project, presented to the Committee that they are presenting the request on behalf of the parking company. He stated that they are wanting to clean up the area and therefore the signage components that are existing. He presented that they are concerned that if they have to adjust the height of the sign to bring it into compliance with the code requirements, that the sign will be blocked by cars that are parked and not be visible from the street. He then stated that they would not be able to meet the required setback if they were required to comply with the current code.

**Community Response:**

No response.

**Committee Discussion:**

The Committee began their discussion by asking the Applicant if all of the signs were already existing and he stated that they were and that they are just cleaning up the structures and replacing/adding new sign faces. The Committee then asked for clarification from Staff on the reason they are having to come before them as well as if there are any existing sign faces on the structures. The Applicant stated that there is one sign structure that has a face that will need to be replaced. The Committee then discussed with Staff and the Applicant about certain features of the signs and requirements.

**Board Motion and Vote:**

- David Hudson made a motion to **APPROVE** case #: FBC-25-14: 437 Market St. to allow the existing pole signs due to the sign frames being existing and the work is equivalent to maintenance work. This motion also includes the following addressed locations: 420 Market St. and 417 Market St.

*Lee Helena* seconded the motion.

All in favor. The motion carries 8-0.

- **FBC-25-15: 2701 Chestnut St.: Field Lighting Height**

**Development Review Planner Akosua Cook presented to the Committee.**

**Major Modification Request(s):**

1. To allow field lighting to exceed 65' in height above home plate.

Sec. 38-47 Exterior Lighting Controls

(5)Because of their unique requirements for nighttime visibility and limited hours of operation, outdoor recreational fields (public or private) such as, but not limited to, football fields, soccer fields, baseball fields, softball fields, tennis courts, driving ranges, and other similar uses are exempt from the lighting standards of Item B above and subject to the following: (i)Recreational fields are permitted a total luminaire height of 65 feet in any zone. Luminaires greater than 65 feet in total height may only be approved by conditional use.

**Zoning:** C-CIV (Civic Zone)

**Applicant Presentation:**

Applicant William Mullins, the architect for the project, presented that they were not expecting to be back before the Committee, but the Form-Based Code does not speak to their specific request and therefore the Euclidean Zoning would apply. He stated that they are wanting to have 8 lighting poles around the stadium per Major League Baseball standard and they are between 80-100 feet. He informed the Committee that they are that tall, because it allows the lighting to be more vertical and limits the amount that the light will bleed out of the stadium.

**Community Response:**

No response.

**Committee Discussion:**

The Committee began their discussion by asking for clarification on their jurisdiction to rule on this case and Staff clarified that they can rule on this since the request was generated due to the lack of specific requirements within the Form-Based Code. The Committee then asked the Applicant some questions about the amount of light they are anticipating to bleed out of the stadium as well as about if it will affect the proposed residential structure next door. The Applicant also pointed out that the main building of the stadium would block out a lot of light as well.

**Board Motion and Vote:**

- *Lee Helena* made a motion to **APPROVE** case #: FBC-25-15: 2701 Chestnut St., based on the civic nature of the project and specialized sports use.

Beverly Bell seconded the motion.

All in favor. The motion carries 8-0.

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### **OTHER INFORMATION**

**Next Meeting Date:** July 10th, 2025 (Application deadline is June 13th, 2025 at 4pm).

David Hudson motioned to adjourn.

Lee Helena seconded the motion.

**The meeting adjourned at 2:07 p.m..**

  
Chairman

07.10.2025  
Date

  
Administrative Assistant

7-10-25  
Date