



FORM-BASED CODE COMMITTEE

MEETING MINUTES

August 14th, 2025

The duly advertised meeting of the Form-Based Code Committee was held on August 14th, 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
- 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 July meeting minutes to be voted on. No amendments need to be made. *Reginald Ruff* motioned to **APPROVE** the July minutes. *David Hudson* seconded the motion. All in favor. **The motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

- FBC-25-18: 500 Broad St.: Story Height Reduction

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting a reduction from the required minimum building story height to 1 story.
Sec. 38-703(5)(B) Height and Mass
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2. Requesting a reduction from the minimum fenestration requirements from 70% to 7%.
Sec. 38-703(6)(A) Public Realm
Fenestration ground story 70% min.
3. Requesting a reduction from the minimum building frontage requirements from 80% to 50%.
Sec. 38-703(3)(F) Building Placement
Building frontage B street 80% min.

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

Applicant Presentation:

Applicant Zachary Kelly, architect for the project, presented to the Committee the existing building, constructed in 1910, is structurally compromised and cannot accommodate the planned expansion. Due to budget limitations, a three-story design is not feasible, and as a small business, they do not believe that three stories are necessary. The client also addressed the fenestration modification request, noting that the bakery will feature display cases for cakes and iced creations, and additional windows could interfere with the temperature control required to properly preserve these products. While the original intention was to add onto the existing structure, further discussion and research revealed that the building must instead be taken down and rebuilt. Budgetary constraints remain a significant factor in determining the project's scope.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by asking the Applicant to describe the structural issues, and he explained that damage is concentrated in the roof and front of the building, primarily due to water. While not condemned, the structure would be further compromised by an addition. The proposed new construction would add approximately 700 square feet. Questions regarding a rear property strip were clarified: it is an alley not owned by the Applicant, and the owner has no interest in selling. When asked about repair options, the Applicant stated that the condition of the building and the owner's needs make renovation or an addition unfeasible. The owner confirmed that the building is in disrepair and cited equipment issues and the removal of customer seating to meet business needs. She expressed concern that renovation would drain funds due to unknown costs and stated that demolition and rebuilding would be more practical. When asked about renting upper floors, she noted an oversupply of vacant downtown space and expressed reluctance to rely on rental income.

Board Motion and Vote:

- *David Hudson* made a motion on case #: FBC-25-18: 500 Broad St., to **DENY**.

Reginald Ruff seconded the motion.

- *Alex Reyland* proposed an amendment to the above motion to approve the 3rd request "A reduction from the minimum building frontage requirements from 80% to 50%."

No second. Amendment fails.

All in favor. The motion carries 6-0.

- **FBC-25-19: 345 Broad St.: Projecting Sign**

Jim Williamson recused himself from this case.

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Requesting modification of projecting sign requirements to allow for 33' sign height, 103 sq ft., and 41' in max sign height from sidewalk (measured from top of sign)

Section 38-753 (Sign Types)

(2)(d) Projecting signs are limited to the following dimensions (See table)

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

Applicant Presentation:

Applicant Kevin Warwick, Vice President of the developers for the newly opened Embassy Suites Hotel, presented a request regarding signage. He explained that the hotel is a 7-8 story building occupying most of the block, and that a blade sign is necessary to effectively capture traffic on Broad Street. The currently approved sign does not adequately serve the building's needs. Mr. Warwick described the proposed sign as 33 feet tall, 104 square feet in size, and 67 feet from the ground to the top. He stated that the sign would be proportional to the building and meet the

operational needs of the business. He further noted that neighbors were shown renderings of the proposal and expressed their support for the modification. Mr. Warwick clarified that the sign installer had previously sought a variance from the wrong board, after which the approved sign was installed in compliance with Euclidean requirements.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by discussing similar prior cases and compared the sizes and heights of other approved signs. They asked Staff whether the proposed sign would meet code requirements if classified as a wall sign, and Staff confirmed that it would exceed the allowable square footage. The Committee inquired about the distance of other signs from the sidewalk relative to the current request. They also considered the option of lowering the sign to one floor level to improve pedestrian friendliness. Discussion continued regarding precedents for approving such a sign and possible limitations or conditions that should be included in a motion of approval.

Board Motion and Vote:

- *Lee Helena* made a motion on case #: FBC-25-19: 345 Broad St., to **APPROVE** with the following conditions:
 - Does not exceed the previously approved signage size or installation height above finished sidewalk at the Clemmons Hotel.
 - The name of the sign shall be the overall development.

David Hudson seconded the motion.

All in favor. *The motion carries 5-0 with 1 recusal.*

- **FBC-25-20: 214 Tremont St.: New Construction**

Development Review Planner Akosua Cook presented to the Committee.

Major Modification Request(s):

1. Request to reduce the primary street min setback from 10' to 0'.
Sec. 38-728 (3) Building Placement (A) Primary street setback 10' min /30' max.
2. Request to reduce the side street min setback from 10' to 0'.
Sec. 38-728 (3) Building Placement (B) Side street setback 10' min /30' max.
3. Request to reduce building frontage along primary street from 60% to 35%.
Sec. 38-728 (3) Building Placement (E) Primary street building frontage 60% min.
4. Request to reduce parking setback along primary street from 30' to 22'.
Sec. 38-728 (6) Access and Location (B) Primary street parking setback 30' min.

Zoning: E-RM-3 (Residential Multi Unit Zone)

Applicant Presentation:

Applicant Allen Jones presented an overview of the property, noting that his client owns two parcels, one of which is in the Euclidean zoning district. He described the shape of the lot, existing easements, and surrounding properties. Mr. Jones reviewed the site plan, highlighting the location of easements and explaining that 23 townhomes are planned for the site. He emphasized the intent to make the development aesthetically compatible with the surrounding neighborhood. Mr. Jones noted that without the requested setback reduction on Tremont Street, the proposed homes could not be constructed on that street. The plan includes on-site parking for the units and a one-way street running through the center of the development. He reported that a neighborhood meeting had been held, during which residents expressed no concerns and appreciated the applicant's efforts to design the project to fit with the character of the area.

Community Response:

No community response.

Committee Discussion:

The Committee began their discussion by talking about the challenges presented by the lot, including existing easements and its irregular shape. They considered the implications if the requested setback reduction from Tremont Street were not granted. The Committee reviewed surrounding properties and structures, noting their placement relative to the street. Questions were raised regarding the height of the proposed buildings, and the applicant stated they would range from two to three stories depending on location on the lot. The Committee inquired about parking provisions and the impact of the steep slope on construction. The applicant responded that only a few units would require cutting into the hill, noting that the neighborhood prefers to preserve the hillside and avoid significant grading.

Board Motion and Vote:

- *Chair Jim Williamson* made a motion on case #: FBC-25-20: 214 Tremont St. to **APPROVE** all proposed modifications in the application with the following note:
 - All modifications approved due to excessive utility easements, irregular property lines, and design solutions which have met the intent of the Form-Based code.

Lee Helena seconded the motion.

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

OTHER INFORMATION

Next Meeting Date: September 11th, 2025 (Application deadline is August 15th, 2025 at 4pm).

Chair Jim Williamson motions to adjourn the meeting at 2:55PM.


Chairman

09.11.2025
Date


Administrative Assistant

9-11-25
Date