



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

February 2, 2022
Zoom Virtual Meeting

1. Call to Order

Chair Middleton called the meeting to order at 9:30 a.m.

MOTION: To excuse Brenda Howerton

ACTION: Motion carried, 6-0. (Amandolia, Middleton 2nd)

Voting Members Present: Wendy Jacobs, Board of County Commissioners
Austin Amandolia, Planning Commission
Nimasheena Burns, Vice Chair, Board of County Commissioners
Javiera Caballero, City Council
DeDreana Freeman, City Council
Mark-Anthony Middleton, Chair, City Council
Leonardo Williams, City Council (Alternate)

Voting Members Absent: Brenda Howerton, Board of County Commissioners

Nonvoting Members Present: Sara Young, AICP, Planning Director

Nonvoting Members Absent: Claudia Hager, Interim County Manager
Wanda Page, City Manager

Staff Present: Grace Smith, AICP, CZO, Assistant Planning Director
Bryan Wardell, Senior Assistant County Attorney
Don O'Toole, Deputy City Attorney
Crista Cuccaro, Senior Assistant City Attorney
Kayla Seibel, AICP, Senior Planner
Jessica Dockery, AICP, CZO, Planning Manager
Michael Stock, AICP, Planning Manager
Carl Kolosna, AICP, Senior Planner
Karla Rosenberg, AICP, Senior Planner
Brooke Roper, Planner
Sarah Long, Planner
Scott Whiteman, AICP, Planning Manager
Chris Peterson, Business Systems Analyst
Terri Elliott, Clerk

2. Adjustments to the Agenda

- TC2100003 Natural Heritage Areas was referred back to staff at staff's request and anticipates rescheduling for the April JCCPC meeting.

3. Approval of the Minutes from December 1, 2021

MOTION: To Approve the Minutes from December 1, 2021 (Middleton, Caballero 2nd)

ACTION: Carried, 6-0

4. City and County Managers' Priority Items

None

5. Election of 2022 Officers

MOTION: Burns made a motion that Mark-Anthony Middleton serve as Chair (Burns/Caballero)

ACTION: Motion carried, 6-0

MOTION: Jacobs made a motion that Nimasheena Burns serve as Vice-Chair (Jacobs/Caballero)

ACTION: Motion carried, 6-0

6. 2021 Appearance Commission Annual Report

Brandt Smith presented the 2021 Appearance Commission Annual Report and shared the subcommittees' activities over the past year. The Commission worked on the 2020/2021 Golden Leaf Awards, reviewing and participating in the Comprehensive Plan engagement efforts, and worked to navigate engagement during COVID-19.

7. 2021 Board of Adjustments

Jacob Rogers presented the 2021 Board of Adjustment Annual Report. All board members met the 75% attendance requirement, with most members attending more than 90% of the meetings. There was an 11.1% increase in the number of cases heard, with 50 cases heard this past year.

8. 2021 Planning Commission Annual Report

Austin Amandolia presented the 2021 Planning Commission Annual Report. It was noted that the commission met absence requirements, held retreats regarding the comprehensive plan, and a few months held multiple meetings to hear cases. The alignment of governing body voting and Planning Commission voting was also discussed.

9. 2021 DOST Annual Report

Carl Kolosna along with the current DOST Chair, Laura Stroud, presented the 2021 DOST Annual Report. Highlights included DOST's work to advocate for a new Open Space Implementor position as part of the budget, and for the City to designate a waterbird colony as a Dedicated Nature Preserve in coordination with the North Carolina Natural Heritage Program. JCCPC made a recommendation for DOST to consider requesting an increase in the overall funds available for the Matching Grants program – which, this year, received its largest dollar amount of funding requests in the program's history.

10. 2021 Historic Preservation Commission Annual Report

Matt Bouchard presented the 2021 Historic Preservation Commission. He shared two highlights from the Fall 2021 newsletter: the relocation and rehabilitation of the B Street Grocery (now in

the backyard of 822 Lancaster Street) and the rehabilitation of an old shed turned ceramics studio (street yard of 722 Arnette Street). He mentioned the Commission's recent grappling with time ever marching and new considerations around midcentury architecture as historic. He noted the challenges ahead in balancing the needs of the future with protecting the historic assets of the past.

11. Comprehensive Plan Update

Kayla Seibel presented the Durham Comprehensive Plan project update which focused on Engagement Recap, upcoming Policy Working Groups, Revising the first drafts of the Place Type Guide and Place Type Map.

Staff shared the draft Place Type Map and talked through the creation of an urban growth boundary and future growth areas with this draft. In addition, staff zoomed into different areas of the City and County and shared example Place Type information for areas that the JCCPC might be familiar with in comparison to the existing future land use map and zoning designations.

JCCPC members shared feedback on ways to make the next draft clearer and easier to read including additional information on transit corridor and environmental features. Staff will also review the proposed future growth areas to potentially reduce the number and location of them to address concerns about urban sprawl and sewer infrastructure feasibility.

12. Block Length and Connectivity UDO Text Amendment

Brooke Roper presented the Planning Commission initiated Block Length and Connectivity Unified Development Ordinance Text Amendment and initial staff analysis of the draft amendment.

The Durham Planning Commission, pursuant to paragraph 3.19.2C of the Unified Development Ordinance, created a subcommittee which met over the course of a few months to investigate street connectivity and block length standards and develop a block length text amendment resolution. This summer, the Planning Commission unanimously voted to initiate the draft ordinance for review and modification by planning staff. Planning staff presented their initial review of this proposed draft text amendment, additional research conducted into development standards aimed at creating more connected and walkable communities and sought guidance from the Joint City-County Planning Committee. JCCPC recognized the complexity of the issue and was generally supportive of staff's direction. Staff will provide a more formalized set of recommended changes prior to initiating the adoption process.

13. Neighborhood Meeting Guidelines Update

Grace Smith presented the Neighborhood Meeting Guideline Update. The Unified Development Ordinance (UDO) requires that applicants proposing Comprehensive Plan amendments, zoning map changes, voluntary annexation petitions, and conservation subdivisions hold a neighborhood meeting. During the COVID-19 pandemic, JCCPC supported staff's implementation of interim virtual neighborhood meeting procedures. Staff has revised the guidelines to consolidate the interim virtual guidelines with the previously used in-person meeting guidelines. The guidelines will now outline two options for holding meetings, a hybrid meeting with an option to participate virtually or a fully virtual option. The JCCPC supported the revised and consolidated guidelines.

14. Session Law 2021-138 Compliance

Michael Stock presented information about the session law and that staff plans to remove requirements for criminal penalties pursuant to the legislation. These amendments will be included within the upcoming omnibus 17 text amendment presented to JCCPC in December.

15. Adjournment

The meeting adjourned at 12:03 p.m. The next meeting will be April 6, 2022.

Respectfully Submitted,
Terri Elliott, Administrative Specialist