



DURHAM CITY-COUNTY APPEARANCE COMMISSION

MINUTES

January 19, 2022 5:00pm
Zoom

I. Call to Order

- a. Members Present: Jamie Tindal (JT)-Vice Chair, Kai Kelley, Jr. (KK), Brandt Smith (BS)-Chair, Katina Rogers (KR), Martha Scotford (MS), Dan Harrop (DH), Anne Lebo (AL)
- b. Members Absent (Excused) Jerry Guerrier (JG)-Secretary, Maysieo Tanks (MT), Kera' Robinson (KR)
- c. Members Absent/Tardy:
- d. Staff Liaison: Kayla Seibel (KS)
- e. Guest(s): Sara Young, Planning Director

II. Approval of Minutes

- a. Martha motioned and seconded by Dan
- b. Approved unanimously

III. Adjustments to the Agenda

IV. Treasurer's Report

- a. No updates

V. Subcommittee Reports

- a. Golden Leaf Awards
 - i. Had a subcommittee in meeting in December
 - ii. Difficulty getting submissions only about 4 so far even though the deadline was extended.
 - iii. In 2020 they had to contact folks individually for submissions. Not sure if we can get more submissions for 2021. Low number of submissions wouldn't seem like a competition
 - iv. Need to figure out next steps
 1. Acknowledge those who have submitted and move on
 2. Subcommittee should meet and discuss how to wrap this up by end of February
 3. Talk about long term GLA plan
- b. Design Policy
 - i. No updates
- c. Digital Outreach
 - i. No updates
- d. Education & Engagement
 - i. No updates

VI. New Business & Announcements

- a. Special visit from Planning Director, Sara Young
 - i. Discuss roles and goals for 2022
 1. Creation was to provide design expertise and advise to the Planning Department
 2. Over time the Planning Department has tried to include expertise in urban design within staff and standards. Also changing Planning to make our profession more accessible and engage the community.
 3. Project ideas
 - a. In the middle of a suburban expansion and pattern of development. Development is happening at the edges. How do we make that less “sprawly” and have better design and is better connected and has more amenities? What does this look like? Would love a research project—what makes a good suburban neighborhood with recommendations that could be turned into ordinance standards.
 - b. We’re also seeing a lot of infill development in our urban neighborhoods. We’ve allowed more density and diversity of housing types. Can we introduce some design standards that would help create greater certainty in what gets built? Especially for 3+ family buildings (1 and 2 family buildings cannot be regulated in terms of design). Could there be well designed multifamily buildings? This would be another research project with recommendations that could be turned into ordinance standards.
 4. Want to advance one or both of these? Developing a process and doing research on current standards is a way to get started. Staff could provide support and point the Commission in the right direction. Staff could share design complaints we’ve heard. This could be a good next step to explore more.
 5. Did Appearance Commission used to be quasi-judicial?
 - a. The governing bodies did not want Appearance Commission to be a review board. For a short while there was a policy in an older Comp Plan that publicly funded projects would be reviewed by the Commission. This practice was discontinued after public projects were seen as being delayed.
 - b. No appetite for more beaurocracy and more quasi-judicial boards in part because of constraints in state law.
 6. Thoughts on Appearance Commission and Planning Commission interacting/working together? Could Appearance Commission be a resource to designers?
 - a. PC only review rezonings and not involved in by-right development like site plans. Site plans are administrative.
 - b. Rezoning applications –there’s a lot of leeway and room for negotiation. Potential for Appearance Commission to weigh in

and make advisory comments. Can't bind these comments but Council does read them and it can add to the conversation. Would be a big commitment with timeframes. Would need to work with staff to ensure Appearance Commission can meet those timeframes.

- c. Development Plan Applications can have additional design standards included in them but they are minimal and restrictive. This could be an opportunity to weigh in on these applications.
- 7. Hayti Reborn—are there initiatives in the Planning Department for historic structures?
 - a. Any changes to buildings in a historic district follows specific set of criteria. Historic Preservation Commission discusses handles these cases. Can look at infill standards after a structure is demolished. Share Karla's information.
 - ii. Discuss process for Interlocal Agreement update
 - 1. If there's something in here that you want to propose to change. Staff needs to know about it and involve elected officials. Could be as easy as updating the date. Depending on what the scope of changes are.
 - 2. Need to update stipend regulations.
 - b. Approve 2022 Calendar - tentatively approved in November
 - c. Approve 2021 Annual Report—will be presented at Feb 2nd JCCPC meeting

VII. Adjournment

Next Meeting February 16, 2022, at 5PM unless otherwise noted