



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

Planning

February 1, 2023
Committee Room, 101 City Hall Plaza

1. Call to Order

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

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

Voting Members Absent: None

Nonvoting Members Present: Leonardo Williams, City Council (Alternate)
Sara Young, AICP, Planning Director

Nonvoting Members Absent: Dr. Kim Sowell, County Manager
Wanda Page, City Manager

Staff Present: Grace Smith, AICP, CZO, Assistant Planning Director
Don O’Toole, Deputy City Attorney
Bryan Wardell, Senior Assistant County Attorney
Alexander Cahill, Senior Planning Manager
Scott Whiteman, AICP, Planning Manager
Jessica Dockery, AICP, CZO, Planning Manager
Carl Kolosna, AICP, Senior Planner
Kayla Seibel, AICP, Senior Planner
Brooke Roper, AICP, Senior Planner
Justin Henderson, Business Services Analyst
Terri Elliott, Clerk

2. Adjustments to the Agenda – None

3. Approval of the Minutes from November 30, 2022

MOTION: To approve the minutes from November 30, 2022 (Howerton, Williams 2nd)

ACTION: Carried, 7-0 (Freeman not yet present)

4. City and County Managers’ Priority Items – None

5. Election of 2022 Officers

MOTION: Williams made a motion that Nimasheena Burns serve as Chair (Jacobs/Williams)

ACTION: Motion carried, 7-0

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

ACTION: Motion carried, 7-0

6. 2022 BOA Annual Report

Chad Meadows presented the 2022 Board of Adjustment Annual Report. In 2022 eighty-one applications were filed and twenty-nine of those were heard with eight withdrawn or continued including and four that are under continuance with the record held open; fifty-two were heard. Twenty-one Minor Special Use Permits and all were approved; twenty-eight variances and four of the twenty-eight were denied so twenty-four was approved. The BOA also heard a Design Special Use Permit from the downtown area which was approved. One reasonable accommodation application under the Fair Housing Act that was approved and one appeal of a staff decision that was denied.

7. 2022 Historic Preservation Commission Annual Report

Matt Bouchard presented the 2022 Historic Preservation Commission Annual Report. He highlighted several notable projects that the Commission approved, including a single-family restoration, a new multifamily construction project, renovations to the NC Mutual Life landmark, and restorations of rural outbuildings at the Amed Tilley Farm in the County. Overall, the Commission approved thirty-nine major COA during the course of 2022. There are three vacancies on the commission that staff is working to fill. Attendance has generally been strong with a few unexcused absences, but the commission had quorum for every case.

8. 2022 Planning Commission Annual Report

Austin Amandolia presented the 2022 Planning Commission Annual Report. Last year was another busy year for the Planning Commission. There were fifty-four public hearings looking at rezonings and Text Amendments.

9. 2022 DOST Annual Report

Carl Kolosna presented the 2022 DOST Annual Report along with Dave Connelly, the Chair of DOST. The JCCPC thanked DOST for its continued support of open space and trail work in Durham and highlighted the Matching Grants Program, which DOST helps administer. Dave Connelly shared information about the upcoming Trails Tour which will be on Wednesday, May 10 at 6pm, starting at City Hall.

10. 2022 Appearance Commission Annual Report

Imani McCreary presented the 2022 Appearance Commission Annual Report. Committee members expressed interest in the Commission pursuing the changes to the Golden Leaf Awards and continuing the program.

11. Appearance Commission Interlocal Agreement

Kayla Seibel presented the draft Interlocal Agreement (ILA). Committee members expressed interest in renewing the ILA at their respective meetings. They also are interested in exploring how the Appearance Commission can include members with diverse backgrounds.

12. Comprehensive Plan Update

Kayla Seibel provided an update on the Comprehensive Plan. The full draft plan document is available and will be considered by Planning Commission at their February 28 meeting. The last round of engagement is happening in February and March. Staff shared the dates and times with Committee members to help spread the word.

13. Accessibility & Walkability Amendment (TC2100007)

Brooke Roper presented TC2100007 – Improving Access and Walkability Text Amendment, a Planning Commission initiated a text amendment with the goal of making a more connected community. Discussion centered on the potential impacts of the amendment and the community engagement for the amendment.

MOTION: Move forward to Planning Commission (Jacobs/Amandolia)

ACTION: Motion carried, 6-0

14. Pet Waste Receptacle Text Amendment (TC2200006)

Jessica Dockery presented a proposed, staff-initiated text amendment to require pet waste receptacles at trailheads and in residential developments to help reduce pollutants in the drinking water supply.

MOTION: Move forward to Planning Commission (Jacobs/Amandolia)

ACTION: Motion carried, 6-0

15. Growth Management Pending Case Preview

Alexander Cahill gave an update, sharing the three new cases received since the last JCCPC: Sheffield Farms, Lee Valley and East Club Gateway.

16. FY24 Planning Department Work Program Preview

Sara Young shared that staff will be bringing the FY24 Work Program forward at next meeting. The discretionary staff time that has been dedicated to the Comprehensive Plan is going to be shifting after the Plan is adopted. Staff resources will be reallocated to implementation projects, some of which will also be in the City’s strategic plan.

A Request for Proposals (RFP) for a new Unified Development Ordinance (UDO) has been posted. Staff hopes to have a consultant under contract this spring and be able to get started on the background work that needs to happen to develop a new ordinance that aligns with the comprehensive plan. That will probably be where a lot of our discretionary staff time next year goes in addition to doing a few items from the implementation list.

17. Adjournment

The meeting adjourned at 11:35 p.m. The next meeting will be April 5, 2023.

Respectfully Submitted,
Terri Elliott, Administrative Coordinator