



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

April 6, 2022
Zoom Virtual Meeting

1. Call to Order

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

MOTION: To excuse Javiera Caballero, City Council

ACTION: Motion carried, 5-0. (Amandolia, Jacobs 2nd)

Voting Members Present:

Mark-Anthony Middleton, Chair, City Council
Nimasheena Burns, Vice Chair, Board of County Commissioners
Austin Amandolia, Planning Commission
Brenda Howerton, Board of County Commissioners
DeDreana Freeman, City Council
Wendy Jacobs, Board of County Commissioners
Leonardo Williams, City Council (Alternate)

Voting Members Absent:

Javiera Caballero, City Council

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
Michael Stock, AICP, Planning Manager
Scott Whiteman, AICP, Planning Manager
Carl Kolosna, AICP, Senior Planner
Lisa Miller, AICP, Principal Planner
Chris Peterson, Business Systems Analyst
Terri Elliott, Clerk

2. Adjustments to the Agenda

None

3. Approval of the Minutes from February 2, 2022

MOTION: To Approve the Minutes from February, 2 2022 (Jacobs, Amandolia 2nd)

ACTION: Carried, 5-0 (Burns, Williams not yet present)

4. City and County Managers' Priority Items

None

5. National Heritage Areas

Staff Resource: Michael Stock, AICP, Planning Manager.

In February Planning staff proposed a text amendment regarding additional regulations regarding additional regulations specific to National Heritage areas within the City and County. That item was pulled due to comments from concerned citizens and comments from the State regarding using the State National Heritage program as a regulatory tool. The draft ordinance was going to directly use the State National Heritage Program as a primary resource for much of that regulation. Based upon feedback from the state indicating the intent of the program was to not be regulatory in nature, and that the state was not supportive of the text amendment as written, staff has withdrawn the amendment to determine how best to proceed without direct reliance on the State. Updates to the applicable, adopted open space plans once the Comprehensive Plan initiative is concluded, will be one option. Misty Buchanan, a representative from the State National Heritage, attended and provided more information about the role of the state natural heritage program.

6. FY23 Planning Department Work Program

Staff Resource: Grace Smith, AICP, CZO, Assistant Planning Director

The work program is typically made up of three focus areas:

- Ongoing projects (legal Requirements such as proposed site plans, zoning map changes, use permits, certificate of Appropriateness, zoning enforcement actions
- Ongoing projects and processes that relate to city/county policies for providing timely public information and supports boards and commissions and department management
- Projects and processes that are discretionary affecting the city/county's desire to engage in long range planning activities, ordinances and text amendments.

The majority of work is dictated by state and local law. The main area of variability is that the Policy and Urban Design section which is the group that updates everyone on the Comprehensive Plan.

For the coming fiscal year, the main policy emphasis is resource allocations will shift from completion of the Comp Plan to implantation of the Comp Plan. Any new additions added to the work program is noted as new in part B. One new addition staff is excited about is the Racial Equity and Inclusion action plan which focuses on operationalizing equity in internal and external programs, policies, and practices. This is an internal program that Planning is working on drafting to represent our commitment to focus on equity and inclusion on all of our work within our department between employees but external with others in the community. The plan is still being drafted but so far we have collected key baseline data, began work on equity indicators, created new hiring and procurement SOPs that center around equity and some other short and longer term strategies that move toward equity in the Planning Department.

The Planning Commission unanimously recommend the work program on March 8th of this year. Subject to JCCPC will move forward to both BOCC and City Council later this month.

MOTION: To approve the FY23 Work Program
ACTION: Motion carried, 7-0. (Amandolia, Jacobs 2nd)

7. Comprehensive Plan Update

Staff Resource: Carl Kolosna, AICP, Senior Planner, Scott Whiteman, AICP, Planning Manager presented the Durham Comprehensive Plan project update which focused on Place Type Map Updates, Policy Updates, Spring Engagement, and Urban Growth Boundary Changes.

The committee discussed staff's recommendation to further reduce the Urban Growth Boundary as part of the draft Comprehensive Plan

8. Development Plan Revisions UDO Text Amendment

Staff Resource: Michael Stock, AICP, Planning Manager, Grace Smith, AICP, CZO, Assistant Planning Director

A draft version of a department-initiated amendment to primarily development plan regulations in Article 3 of the UDO was provided for initial review and direction. The purpose of the revisions is to simplify the development plan application and review process, which would make applications less costly to individuals and thus more accessible to propose; and focuses review on commitments the exceed development requirements, and less time focused on reviewing for minimum requirements which is primarily done at the administrative review level. Staff will provide a revised draft to JCCPC prior to initiating the adoption process. Feedback received from JCCPC included a request to more clearly delineate what would qualify as a text-only plan versus what requires a graphic plan. Staff also acknowledged that pre-submittal conferences would most likely still be required, especially since there will be policy changes forthcoming due to the pending Comprehensive Plan, the new place type map of that plan, and other potential process changes.

9. Expanding Housing Choices Metrics

Staff Resource: Scott Whiteman, AICP, Planning Manager

10. Adjournment

The meeting adjourned at 11:40 p.m. The next meeting will be June 1, 2022.

Respectfully Submitted,
Terri Elliott, Administrative Specialist