1. Call To Order

2. Roll Call
   Akram Al-Turk
   Nathaniel Baker
   George Brine
   Brian Buzby, Chair
   Erin Durkin
   Charles Gibbs
   Elaine Hyman, Vice Chair
   Cedric Johnson
   Armeer Kenchen
   Tom Miller
   David Morgan
   Carmen Williams

3. Approval Of The Minutes And Consistency Statements From March 12, 2019

   Documents:
   
   PC MINUTES 3-12-19.PDF

4. Adjustments To The Agenda

5. Public Hearings: Comprehensive Plan Future Land Use Map Amendments

6. Public Hearings: Comprehensive Plan Future Land Use Map Amendments With Concurrent Zoning Map Changes

7. Public Hearing: Zoning Map Change

   7.i. Z1800037 Rougemont Commercial

   Documents:
   
   Z1800037 ROUGEMONT COMMERCIAL.PDF

8. Public Hearings: Text Amendments To The Unified Development Ordinance

9. Public Hearings: Text Amendments To The Durham Comprehensive Plan

10. Public Hearings: Text Amendments With Rezoning

   10.i. TC1800009/Z1800030 Patterson Place Compact Suburban Design District (Continued From February 12, 2019)

   PATTERSON PLACE ATTACHMENTS

11. Old Business

12. New Business
12.i. FY20 Work Program

Documents:

WP FY20 - PC.PDF

13. Adjournment
March 12, 2019, 5:30 p.m.
Council Chamber, 1st Floor, City Hall
101 City Hall Plaza, Durham, NC

I. **Call to Order**
Chair Buzby called the meeting to order at 5:30 p.m.

II. **Roll Call**

**MOTION:** Excuse Commissioner Al-Turk. (Brine, Morgan 2nd)

**ACTION:** Motion carried, 10-0 (Commissioner Johnson not yet arrived)

**Members Present:**
Brian Buzby, Chair
Elaine Hyman, Vice Chair
Nathaniel Baker
George Brine
Erin Durkin
Charles Gibbs
Cedric Johnson
Armeer Kenchen
Tom Miller
David Morgan
Carmen Williams

**Excused Members Absent**
Akram Al-Turk

**Unexcused Members Absent**
Paul Hornbuckle

**Staff Present:**
Patrick Young, Planning Director
Sara Young, Assistant Planning Director
Grace Smith, Planning Supervisor
Scott Whiteman, Planning Supervisor
Jamie Sunyak, Senior Planner
Emily Struthers, Senior Planner
Michael Stock, Senior Planner
Hannah Jacobson, Senior Planner
Bill Judge, Assistant Transportation Director
Earlene Thomas, Transportation Engineer IV

*Commissioner Johnson arrived after roll call.*

III. **Adjustments to the Agenda** - None

**MOTION:** Adoption of agenda as presented. (Brine, Hyman 2nd)

**ACTION:** Motion carried, 11-0.

Approval of the Minutes and Consistency Statements:
MOTION: Approve the minutes from February 12, 2019 as amended. (Brine, Hyman 2nd)
ACTION: Motion carried, 11-0

IV. Public Hearing: Comprehensive Plan Amendment - None

V. Public Hearing- Plan Amendment with Concurrent Zoning Map Change Request
   a. Elevate at the Park (A1800005/Z1800013)

   **Plan Amendment Request:** Change the Future Land Use designation from Office and Recreation Open Space to Medium-High Residential and Recreation Open Space (No change to Recreation Open Space).

   **Zoning Map Change Request:** Change the zoning designation from Office and Institutional (OI), Residential Suburban-20 (RS-20) to Residential Suburban Multifamily with a Development Plan (RS-M(D)).

   **Staff Report:** Emily Struthers presented cases A1800005 and Z1800013.

   **Public Hearing:** Chair Buzby opened the public hearing. The applicant spoke in support. One person spoke in opposition. Chair Buzby closed the public hearing.

   **Commission Discussion:** The discussion centered on the traffic improvements proposed and coordination with the adjacent rezoning case. Additional discussion included sustainable development, pricing, and consistency with the Future Land Use Map designation.

   **MOTION:** Recommend approval of case A1800005. (Hyman, Brine 2nd)
   **ACTION:** Approved, 9-2, (Williams, Baker voting no)

   **MOTION:** Recommend approval of case Z1800013. (Hyman, Brine 2nd)
   **ACTION:** Approved, 9-2, (Williams, Baker voting no)

   **Consistency Statement:** The Planning Commission finds that the ordinance request is not consistent with the adopted *Comprehensive Plan*. However, should the plan amendment be approved, the request would be consistent with the *Comprehensive Plan*. The Commission believes the request is reasonable and in the public interest and recommends approval based on comments received at the public hearing and the information in the staff report.

VI. Public Hearing: Zoning Map Change Request
   a. 1001 Olive Branch Road (Z1800015)

   **Zoning Map Change Request:** Change the zoning designation from Rural Residential (RR) to Planned Development Residential 2.686 (PRD 2.686)

   **Staff Report:** Jamie Sunyak presented case Z1800015.

   **Public Hearing:** Chair Buzby opened the public hearing. The applicant and one other person spoke in support. One person spoke in opposition. Chair Buzby closed the public hearing.

   **Commission Discussion:** The discussion centered on number of units, the pricing, and consistency with the Future Land Use Map designation.
MOTION: Recommend approval of case Z1800015 (Hyman, Brine 2nd)

ACTION: Motion carried, 9-2 (Kenchen, Baker voting no)

Consistency Statement: The Planning Commission finds that the ordinance request is consistent with the adopted Comprehensive Plan. The Commission believes the request is reasonable and in the public interest and recommends approval based on comments received at the public hearing and the information in the staff report.

b. Critter Control 315 Southerland (Z1800025)

Zoning Map Change Request: Change the zoning designation from Residential Urban-5 (RU-5) and Residential Urban 5 with Duplexes Allowed (RU-5 (2)) to Industrial Light with a text-only development plan (IL(D)).

Staff Report: Emily presented case Z1800025.

Public Hearing: Chair Buzby opened the public hearing. The applicants spoke in support. No one spoke in opposition. Chair Buzby closed the public hearing.

Commission Discussion: The discussion centered on the relationship between uses permitted in IL and the existing neighborhood compared to the uses proposed through the text-only development plan. Conversation also noted that the Industrial FLUM overlays the existing neighborhood.

MOTION: Recommend approval of case Z1800025. (Miller, Johnson 2nd)

ACTION: Motion carried, 10-1 (Miller voting no)

Consistency Statement: The Planning Commission finds that the ordinance request is consistent with the adopted Comprehensive Plan. The Commission believes the request is reasonable and in the public interest and recommends approval based on comments received at the public hearing and the information in the staff report.

VII. Public Hearing: Text Amendment

a. Expanding Housing Choices (TC1800007)

Amendments modifying standards in Article 5, Use Regulations; Article 6, District Intensity Standards; Article 7, Design Standards, and other associated sections of the UDO regarding accessory dwelling units, residential infill, housing type allowances and associated dimensional and density requirements, flag lots, and other associated provisions and definitions.

Staff Report: Patrick Young and Michael Stock presented case TC1800007 Expanding Housing Choices.

Public Hearing: Chair Buzby opened the public hearing. The applicant and fourteen others spoke in support. Twenty people spoke in opposition. Chair Buzby closed the public hearing.

Commission Discussion: The discussion centered on requests for more time needed for neighborhood discussions, support for the moving the initiative forward, support for the
draft version released in November, and the amount of time for a continuance as requested by the Planning Department.

**MOTION:** Continue case TC1800007 Expanding Housing Choices to May 14, 2019. (Brine, Miller 2nd)

**ACTION:** Motion Carried, 11-0

VIII. Old Business

IX. New Business

X. Adjournment
   The meeting adjourned at 10:43 p.m.

Respectfully Submitted,

Terri Elliott, Clerk
Durham Planning Commission
Meeting Date: April 9, 2019

<table>
<thead>
<tr>
<th>Application Summary</th>
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<tr>
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<tr>
<td>Reference Name</td>
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<td><strong>Request</strong></td>
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<td><strong>Recommendations and Determinations</strong></td>
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<td>BPAC</td>
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A. Summary

George Venters, of Glandon Forest Equity, LLC, proposes to change the zoning designation of three parcels of land located at the southwest corner of Bill Poole Road and Highway 501. The site is presently zoned Commercial Neighborhood (CN) and Residential Suburban-10 (RS-10). Mr. Venters proposes to change this designation to Commercial Neighborhood with a text-only development plan (CN(D)).

On January 14, 2019 the Durham County Board of Commissioners approved changes to the Unified Development Ordinance (UDO) to allow text-only development plans. Text-only development plans are a type of development plan that allows proffered commitments that specify, limit, and/or prohibit uses within the zoning district requested pursuant to UDO section 5.1, Use Table. More information on text-only development plans can be found in UDO Section 3.5.6.H. This zoning request proposes Commercial Neighborhood with the following text commitment, “The following CN uses shall be prohibited: drive-through facilities; dry-cleaning; payday lenders or check cashing services; psychic or medium; taxi dispatch center; animal kennel; and restaurants with drive-through facilities.”
B. Site History

There have been no recent development approvals for this site.

C. Existing Site Characteristics

Site Conditions. The site comprises three parcels totaling 2.37 acres. The site contains both open field and wooded areas with hardwood and pine vegetation. The following photos provide a visual context of the site. Their locations have been identified on the Aerial Map (Attachment 2).
Area Characteristics. The site is located in the Rural Development Tier, the Rural Village, and in the Falls Lake Basin. This site is located in the Lake Michie/Little River District B (M/LR-B) watershed protection overlay district. The site is surrounded by a mix of uses including commercial, industrial, residential, and a place of worship. The following photos provide a visual context of the area. Their locations have been identified on the Aerial Map (Attachment 2).
D. Consistency with Adopted Plans

A zoning map change is reviewed for consistency with the Future Land Use Map and policies of the Comprehensive Plan, as well as other adopted plans. Attachment 6 provides the associated Comprehensive Plan policies which are applicable to the proposal.

Staff Analysis. The requested CN(D) zoning meets the policy requirements in relation to the Comprehensive Plan and other adopted plans and policies.

E. Compliance with the Unified Development Ordinance

The zoning map change request has been reviewed by staff and determined to be consistent with UDO requirements. This request, as part of a text-only development plan, includes text commitments that specify, limit, and/or prohibit uses within the CN zoning district requested pursuant to UDO section 5.1, Use Table. Summaries of the commitments in excess of UDO requirements are below.

Text Commitments. Proffered commitments include that the following CN uses shall be prohibited: drive-through facilities; dry-cleaning; payday lenders or check cashing services; psychic or medium; taxi dispatch center; animal kennel; and restaurants with drive-through facilities.

Staff Analysis. The requested zoning district and associated text-only development plan meets the applicable requirements of the UDO. Development of the parcels will be subject to UDO requirements.

F. Development Impact Assessment

The impact of the requested change has been evaluated to suggest its potential impact on the transportation system, water and sewer systems, and schools. In each case, the impact of the change is evaluated based upon a change from the most intense development using the existing land use and zoning to the most intense use allowed under the request.

The proposal is estimated to increase the traffic generation of the subject site by 307 vehicle trips per day and decrease student generation numbers by two. This site will not be served by City water or sewer. Additional details are available in Attachment 8.

Staff Analysis. The proposed Commercial Neighborhood with a development plan (CN(D)) district is consistent with Comprehensive Plan policies regarding the infrastructure impacts of transportation, utilities, and schools.

G. Reasonable and in the Public Interest

UDO subsection 1.2.1 states that the purpose of the ordinance is to “promote the health, safety and general welfare of the residents of Durham City and County” and subsection 1.2.2 provides the intent behind the regulations contained in the ordinance. These requests have been evaluated based upon the ordinance’s purpose and intent and the policies of the Durham Comprehensive Plan.

Staff Analysis. The applicant proposes to change the zoning designation to Commercial Neighborhood with a text-only development plan (CN(D)) to limit permissible uses. Staff finds this zoning request designation reasonable as it coincides with the present future land use map and restricts uses in order to ensure compatibility with the existing context area. The proposed CN(D) zoning is consistent with the goals and policies of the Comprehensive Plan and Rural Tier designation. If the request for CN(D) zoning
designation were approved, all uses permitted within the CN zoning, with the exception of those specified in the text commitment, would be permitted. Refer to Attachment 5 for a list of permitted uses.

H. Staff Recommendation and Determination

Staff determines that this request is consistent with the Comprehensive Plan, including the Future Land Use Map, and other adopted ordinances and plans.

I. Contacts

<table>
<thead>
<tr>
<th>Staff Contact</th>
<th>Applicant Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Struthers, Senior Planner</td>
<td>George Venters; Glandon Forest Equity, LLC</td>
</tr>
<tr>
<td>919.560.4137 ext. 28263</td>
<td>919-459-2602</td>
</tr>
</tbody>
</table>

J. Notification

Staff certifies that newspaper advertisements, letters to property owners, and the posting of a zoning sign on the property has been carried out in accordance with Section 3.2.5 of the UDO. In addition, email notice was provided per the Durham Planning Public Notification Service.

K. Attachments

1. Context Map
2. Aerial Map
3. Future Land Use Map
4. Applications
5. List of Permitted Uses
6. Comprehensive Plan Consistency Analysis
7. Dimensional Standards
8. Summary of Development Impacts
9. BPAC Comments
Attachment 1: Context Map
Rougemont Commercial

Existing Zoning:

Proposed Zoning:

Legend:
- Case Area
- Parcel Lines
- Streams

Zoning Districts:
- RR
- RS-20
- RS-10
- CN

Durham City-County Planning Department, 2/26/19
Attachment 3: Future Land Use Map

Rougemont Commercial

Legend:
- Case Area
- Parcel Lines

FLUM Designations:
- Rural Density Residential (0.5 DU/Acre or less)
- Very Low Density Residential (2 DU/Acre or less)
- Commercial
## ZONING MAP CHANGE APPLICATION

**FOR TEXT COMMITMENTS ONLY**

### Project Information:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Case #: Z1800037</th>
</tr>
</thead>
</table>

#### Type of Request:
- [x] New Text-Only Development Plan
- [ ] Changes to Text on Approved Development Plan
  (This can only be used for changing text, changing or adding graphics is considered a full zoning map change.)

<table>
<thead>
<tr>
<th>Current Zoning District(s)</th>
<th>Proposed Zoning District(s)</th>
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<tbody>
<tr>
<td>Including any Overlay District: CN-BS-10 M/LR-B</td>
<td>CH M/LR-B</td>
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<tr>
<th>Current Future Land Use Map Designation:</th>
<th>Jurisdiction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL</td>
<td>(Check as appropriate. If also requesting annexation, check 'City')</td>
</tr>
</tbody>
</table>

- [x] City
- [x] County
- [ ] Both

<table>
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<tr>
<th>Total Site Area:</th>
<th>Development Tier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.37</td>
<td>Rural</td>
</tr>
</tbody>
</table>

#### Project Location:
- SW Corner of Bill Pools Rd and Hwy 501 (Boxboro Road)

### Proposed Project Name:
- COMMERCIAL - GENERAL RETAIL

### Property Identification Number(s) (six-digit PID #):
- 189742, 189743, 189744

### Summary of Proposed Development:
- Single Use Commercial Development with on-site Parking

### Proposed Text Commitments or Changes: SEE ATTACHED

### Applicant Information:

<table>
<thead>
<tr>
<th>Name: GEORGE VENTERS</th>
<th>Firm: GLANDOL FOREST EQUITY, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 919-459-2402</td>
<td>Email: <a href="mailto:gventers@vanguardpg.com">gventers@vanguardpg.com</a></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>3825 Barrett Dr Suite 100 Raleigh NC 27609</td>
</tr>
</tbody>
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<tr>
<th>Signature: SEE ORIGINAL APPLICATION</th>
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### Agent Information (if applicable):

<table>
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<tr>
<th>Name:</th>
<th>Firm:</th>
</tr>
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<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
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</tbody>
</table>

### Signature:

### Owner Information: (For multiple owners, attach additional sheet(s))

<table>
<thead>
<tr>
<th>Name: DAVID CLAYTON</th>
<th>Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 919-383-2455</td>
<td>Email: <a href="mailto:david.clayton@frontier.com">david.clayton@frontier.com</a></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>1 WAYSIDE PLACE DURHAM NC 27705</td>
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<th>Signature: SEE ORIGINAL APPLICATION</th>
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### Application Checklist:

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<th>Application Item</th>
<th>Applicant/Agent Initial</th>
<th>Staff Initial</th>
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<td>Application</td>
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<tr>
<td>Owners Acknowledgment <em>(Original Signatures Only)</em></td>
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<td>Text Amendment Acknowledgement</td>
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<td>Boundary Map and Legal Description</td>
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<td>Stormwater Checklist</td>
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<td>Utilities Statement Application</td>
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<td>Pre-Submittal Conference Record</td>
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<td>Digital Copy of All Submitted Materials <em>(Required)</em></td>
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<tr>
<td>Traffic Impact and/or Phasing Analysis <em>(if required)</em></td>
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<tr>
<td>Three Copies and One Digital Copy</td>
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<tr>
<td>Application Fee</td>
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</table>

### Additional Materials/Applications *(If applicable):*

- Neighborhood Meeting Materials
- Annexation Petition
- Comprehensive Plan Amendment

Each item on this page must be initialed by the Applicant and/or Agent, indicating that the item is part of the submittal package, is complete, and the information is accurate. Items not applicable to the request, as indicated by staff, may be marked as 'N/A'.

A submittal package with items not initialed, or otherwise incomplete or inaccurate, will not be accepted. An application shall be considered to have been accepted for review only after it has been determined to be complete in accordance with Section 3.2.4 of the Unified Development Ordinance, not upon submission to the Planning Department. Resubmittal documents shall be provided in digital format along with one hard copy.

I, the undersigned, acknowledge that the application is complete and that all information included is accurate to the best of my knowledge:

---

**Signature**

**Date**

---

**Printed Name**
Proposed Text Commitments or Changes:

The following CN allowed uses shall be excluded from the approved list:

Drive-Through Facilities
Dry-Cleaning
Payday lenders or check cashing services
Psychic or medium
Taxi dispatch center
Animal kennel
Restaurants with Drive-Through Facilities
Zoning Map Change Application

<table>
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<tr>
<th>Date:</th>
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<tr>
<td>Current Zoning District(s) Including any Overlay District:</td>
<td>CN &amp; 25-10</td>
<td>Proposed Zoning District(s) Including any Overlay District:</td>
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<td>Current Future Land Use Map Designation:</td>
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<td>(Check as appropriate. If also requesting annexation, check 'City')</td>
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<tr>
<td>Total Site Area:</td>
<td>2.37</td>
<td>Development Tier:</td>
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<td>Project Location:</td>
<td>610 CORNER OF PAUL POOLE ROAD AND HWY 501 (ROWBORD ROAD)</td>
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<tr>
<td>Property Identification Number(s) [PID]:</td>
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<td>Summary of Proposed Development:</td>
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**Applicant Information:**

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<tr>
<th>Name:</th>
<th>GEORGE WETHERS</th>
<th>Company:</th>
<th>GLANDON FOREST EQUITY, LLC</th>
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<tr>
<td>Phone:</td>
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<td>Email:</td>
<td><a href="mailto:qwethers@vanguardpg.com">qwethers@vanguardpg.com</a></td>
</tr>
<tr>
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<td>3825 BARRETT DR SUITE 100 RALEIGH NC 27609</td>
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**Agent Information (if applicable):**

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**Owner Information:**

(For multiple owners, attach additional sheet(s))

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<th>DAVID CLAYTON</th>
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<td><a href="mailto:DAVID.CLAYTON@FRONTLINE.COM">DAVID.CLAYTON@FRONTLINE.COM</a></td>
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<tr>
<td>Mailing Address:</td>
<td>1 WAYSIDE PLACE DURHAM NC 27705</td>
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Durham City-County Planning
Zoning Map Change
Owner’s Acknowledgement

Date Submitted:                      Case Number: Z1800037

This original form is required to be submitted with a zoning map change application. Each property owner for each parcel included in the request must provide a signature and date.

Acknowledgement Statement

I (we), [David Clayton], owner(s) of the 2.37-acre property having Property Identification Number(s):

189742
189743
189744

am (are) aware of the application for the [CN] zone. The obligation to develop in accordance with the property’s approved zoning designation runs with the land and is not dependent on this applicant’s interest in the land.

[Signature]  1-30-2019
Owner’s Signature          Date          Owner’s Signature          Date

[Signature]
Owner’s Printed Name

Disclaimer:

By signing this form, the owner acknowledges that he/she is party to the Zoning Map Change application and has waived the right to certified notification under GS153A-343.
### AGRICULTURAL USES (City Only)

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All group living, except as listed below</td>
<td>m</td>
</tr>
<tr>
<td>Commercial dorm</td>
<td>L/m</td>
</tr>
<tr>
<td>Congregate living facility</td>
<td>L</td>
</tr>
<tr>
<td>Group home</td>
<td>L</td>
</tr>
<tr>
<td>Independent Living Facility</td>
<td>P</td>
</tr>
</tbody>
</table>

### PUBLIC AND CIVIC USES

<table>
<thead>
<tr>
<th>Community Service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All community service, except as listed below</td>
<td>P</td>
</tr>
<tr>
<td>Clubs and lodges</td>
<td>L</td>
</tr>
<tr>
<td>Museums</td>
<td>L/m</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Care Home</td>
<td>P</td>
</tr>
<tr>
<td>Day care facility</td>
<td>L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School, Elementary</td>
<td>P</td>
</tr>
<tr>
<td>School, middle or high</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All government facilities, except has listed below</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All medical facilities, except as listed below</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parks and Open Areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All parks and open areas, except as listed below</td>
<td>L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passenger Terminals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail and Bus terminals</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Places of Worship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All places of worship</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Utilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major utilities</td>
<td>L/m</td>
</tr>
<tr>
<td>Minor utilities</td>
<td>L</td>
</tr>
<tr>
<td>Wireless Communication Facility, except as Listed Below</td>
<td>L</td>
</tr>
<tr>
<td>Wireless Communication Facility, Freestanding Concealed</td>
<td>L/M₁</td>
</tr>
</tbody>
</table>

**Key:** P = Permissible by Right, L = Permissible with Limited Use Standards, m/M = Requires Minor or Major Special Use Permit

M₁ = if within 300 feet of a designated North Carolina Scenic Byway
### COMMERCIAL USES

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Recreation</td>
<td>All indoor recreation, except as listed below</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Nightclub or bar</td>
<td>L/m</td>
</tr>
<tr>
<td>Outdoor Recreation</td>
<td>All outdoor recreation, except as listed below</td>
<td>L/m</td>
</tr>
<tr>
<td>Overnight Accomodations</td>
<td>Bed and breakfast</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>Diet house</td>
<td>P</td>
</tr>
<tr>
<td>Restaurants</td>
<td>All restaurants, except as listed below</td>
<td>P L/m</td>
</tr>
<tr>
<td></td>
<td>Drive-through facilities</td>
<td></td>
</tr>
<tr>
<td>Retail Sales and Service</td>
<td>All retail sales and service, except as listed below</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Antique shop</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Art, music, dance, photographic studio or gallery</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Convenience store with gasoline sales</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>Drive-through facilities</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>Payday Lenders</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Veterinary clinic, animal hospital, kennel</td>
<td>L</td>
</tr>
<tr>
<td>Vehicle Service</td>
<td>Vehicle service, minor</td>
<td>L/m</td>
</tr>
<tr>
<td>Office</td>
<td>All offices, except those listed below</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Drive-through facilities</td>
<td>L</td>
</tr>
</tbody>
</table>

**Key:**
- **P** = Permissible by Right
- **L** = Permissible with Limited Use Standards
- **M/M** = Requires Minor or Major Special Use Permit
- **M** = if within 300 feet of a designated North Carolina Scenic Byway
As directed by paragraph 3.4.7 of the Unified Development Ordinance, staff has reviewed the requested Zoning Map Change and Future Land Use Map Amendment for consistency with all relevant policies of the Comprehensive Plan. That analysis is provided below.

2.2.1a. Rural Tier Development Focus. *Ensure that new development promotes agricultural uses and single-family residential development on large lots to minimize demands for public infrastructure. Commercial areas shall be small scale and neighborhood oriented.*

Staff Analysis. The proposed expansion of the commercial neighborhood (CN) zoning district is located in the Rougemont Rural Village and in the Rural Development Tier. The total site area of the CN(D) zoning is 2.37 acres and corresponds to the commercial designation on the Future Land Use Map.

2.2.1e. Rural Villages. *Durham shall maintain and support the rural villages of Bahama and Rougemont through the following policies and actions:*

i. *Maximum Residential densities in Rural Villages shall be Residential, Very Low (2 units per acre or less);*

ii. *Explore village design guidelines to protect the character of Bahama by encouraging appropriate and compatible infill and development design;*

iii. *Develop land use plans to promote the continued and sustainable economic viability of Bahama;*

iv. *Locate community-oriented facilities and services within Rural Villages in order to enhance their economic vitality; and*

v. *Investigate the feasibility of the establishment of a local historic district and/or National Register Historic District for the Village of Bahama.*

(See Policies 2.5.3e, Rural Village Plans, 4.3.1a, Rural Village Design Guidelines, and 5.1.2d, Historic Rural Villages.)

Staff Analysis. An increase in site area in the Commercial Neighborhood zoning will aid in the continued economic viability of Rougemont by allowing greater flexibility of site design to meet required watershed protection overlay standards. The requirements in the M/LR-B watershed protection overlay limit impervious surface to 12% or 24%, if utilizing engineered stormwater controls per the UDO requirements. The existing site is primarily pervious and the area currently zoned Commercial Neighborhood is less than 0.75 acres.

2.2.1g. Rural Service Centers. *Establish Rural Service Centers in the Rural Tier to provide locations for small-scale commercial uses and community services. Standards for Rural Service Centers include:*

i. *Located at intersections of Major and/or Minor Thoroughfares, separated by a distance of at least one-and-one-half (1 ½) miles;*
ii. Contain two or more neighborhood-oriented uses;
iii. Maximum of 20,000 square feet of nonresidential uses per center;
iv. Maximum size for any single establishment of 10,000 square feet; and
v. New, isolated, mid-block commercial uses shall be discouraged.

Staff Analysis. The proposed CN(D) zoning is located in the area designated Rural Village and commercial on the Future Land Use Map. This site is located at the intersection of Highway 501 and Bill Poole Road. Adjacent commercial uses include a hair salon and a convenience station with fueling stations. If this site proposes to develop more than 5,000 square feet a minor special use permit is required per the development standards of UDO section 6.10.1.

Policy 2.3.2a Infrastructure Capacity. In evaluating changes to the Future Land Use Map and Zoning Atlas, the City-County Planning Department shall consider impacts to the existing capacities of the transportation, water, and sewer systems, and other public facilities and services. In order to assess the impact on infrastructure and services of changes to the Future Land Use and Zoning Maps, the City-County Planning Department shall measure from the potential maximum impact of current policy or regulation to the potential maximum impact of the proposed change in policy or regulation.

Staff Analysis. Existing infrastructure, such as road, water, and sewer capacity, is sufficient to accommodate potential impacts. Further detail is provided in the zoning map change report.
All nonresidential and group living development in the Rural Tier as designated in the Comprehensive Plan shall comply with the standards in the table below.

<table>
<thead>
<tr>
<th>Dimensional Standard</th>
<th>Min.</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Area (acres)</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Project Floor Area (square feet)</td>
<td>-</td>
<td>20,000</td>
</tr>
<tr>
<td>Lot Width (feet)</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Street Yard (feet)</td>
<td>25</td>
<td>-</td>
</tr>
<tr>
<td>Side Yard (feet)</td>
<td>25</td>
<td>-</td>
</tr>
<tr>
<td>Rear Yard (feet)</td>
<td>25</td>
<td>-</td>
</tr>
<tr>
<td>Building Coverage (%)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>-</td>
<td>23</td>
</tr>
<tr>
<td>Height (feet)</td>
<td>-</td>
<td>25</td>
</tr>
</tbody>
</table>

<sup>1</sup> Building coverage may be further restricted by the impervious surface requirements.

Additionally, the following dimensional standards apply:

1. Minimum side yards in the CN and CG districts can be reduced to 15 feet if adjacent to a nonresidential district or use.
2. A development within the CN District, with new project floor area over 5,000 square feet, no development plan (this does not include text-only development plans), and residential zoning districts adjacent (including directly across a public right-of-way) to two or more property lines requires a minor special use permit pursuant to Sec. 3.9, Special Use Permit. The applicant shall hold a neighborhood meeting pursuant to paragraph 3.2.3, Neighborhood Meeting, unless it previously held one for the development at issue.
This attachment provides a summary of the potential infrastructure impacts associated with the proposed request in terms of how it affects the transportation system, utilities (water, sewer systems, and stormwater) and schools.

1. Transportation Impacts

Bill Poole Road and US 501 (N. Roxboro Road) are the major roads impacted by the proposed zoning change. There are no scheduled NCDOT roadway improvement projects in the area.

<table>
<thead>
<tr>
<th>Table 1: Existing Roadway Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affected Segment</td>
</tr>
<tr>
<td>Type of Roadway</td>
</tr>
<tr>
<td>Current Roadway Capacity (LOS D) (AADT)*</td>
</tr>
<tr>
<td>Latest Traffic Volume (AADT)**</td>
</tr>
</tbody>
</table>

Source of LOS Capacity: FDOT Generalized Level of Service Volume Table 4-1 (2012)
Source of Latest Traffic Volume: 2017 NCDOT Traffic Count Map

Table 2, below, shows the projected vehicle trips generated under the proposed rezoning compared to the present zoning designation.

<table>
<thead>
<tr>
<th>Table 2: Traffic Generation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Generated by Present Designation (average 24 hour)*</td>
</tr>
<tr>
<td>Traffic Generated by Proposed Designation (average 24 hour)**</td>
</tr>
<tr>
<td>Impact of Proposed Designation</td>
</tr>
</tbody>
</table>

*Assumption- (Max Use of Existing Zoning) – CN (0.16 FAR) & RS-10: 5,227 SF fast food restaurant with drive-thru window and 5 single-family lots

**Assumption- (Max Use of Proposed Zoning) – CN(D): Two 4,000SF fast food restaurants without drive-thru windows

Transit service is not currently provided within one-quarter mile of the site.
2. Utility Impacts

This site will not be served by City water and sewer. This site proposes to be served by septic system and County water. In terms of drainage and stormwater, the impacts of any change based upon the proposed rezoning will be assessed at the time of site plan review. The subject site is of sufficient size and shape to accommodate appropriate stormwater facilities that may be required.

3. School System Impact

Durham Public Schools serving the area are Mangum Elementary, Lucas Middle, and Northern High School. Table 3 provides a summary of the current building capacity for the elementary, middle and high schools, as well as the current enrollment and the available capacity.

<table>
<thead>
<tr>
<th>Table 3: School Enrollment and Capacity Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary School Students</strong></td>
</tr>
<tr>
<td>Current Building Capacity</td>
</tr>
<tr>
<td>Maximum Building Capacity (110% of Building Capacity)</td>
</tr>
<tr>
<td>20th Day Attendance (2017-2018 School Year)</td>
</tr>
<tr>
<td>Committed to Date, Based on Recent Approvals (April 2015-March 2018)</td>
</tr>
<tr>
<td>Available Capacity</td>
</tr>
</tbody>
</table>

As shown in Table 4, the proposed zoning will generate no school aged children, compared to the existing zoning, since the project is non-residential.

<table>
<thead>
<tr>
<th>Table 4: Number of Projected Students Under Rezoning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary School Students</strong></td>
</tr>
<tr>
<td>Potential Students Generated – Current Zoning*</td>
</tr>
<tr>
<td>Potential Students Generated – Proposed Zoning**</td>
</tr>
<tr>
<td>Impact of Proposed Zoning</td>
</tr>
</tbody>
</table>

*Assumption- (Max Use of Existing Zoning) – CN (0.16 FAR) & RS-10: 5,227 SF fast food restaurant with drive-thru window and 5 single-family lots
**Assumption- (Max Use of Proposed Zoning) – CN(D): Two 4,000SF fast food restaurants without drive-thru windows

4. **Summary**

The proposed CN(D) district is consistent with *Comprehensive Plan* policies regarding the infrastructure impacts of the transportation system, utilities, and schools.
The Durham Bicycle and Pedestrian Advisory Commission (BPAC) has reviewed the project and believes the project would better serve the needs of the community and the goals of the Durham Comprehensive Plan if the following items are included:

1. For conformance with the Durham Comprehensive Plan Policy 8.1.41 (County Sidewalks and Pedestrian Infrastructure), BPAC recommends the applicant proffer the construction of a sidewalk along the full frontage of the site along US 501 and Bill Poole Road. In addition, UDO Section 4.3.4 states that “development in the CG District should provide safe pedestrian access to adjacent residential areas.”

2. For conformance with Durham Comprehensive Plan Policy 8.1.4.d (Development Review and Adopted Regional Bicycle Plans), BPAC recommends the applicant proffer the construction of an additional 5 feet of asphalt for the full frontage of the site along US 501 and Bill Poole Road. The additional asphalt widening will provide a shoulder for future bicycle use. The need for a 5-foot shoulder in this location is documented in the adopted DCHC MPO Comprehensive Transportation Plan.

3. BPAC strongly recommends that a development plan be provided as part of the rezoning request. Without a development plan, BPAC is not able to assess whether the proposed development conforms with the applicable bicycle and pedestrian provisions in the adopted Durham Comprehensive Plan and is not able to request text commitments related to the goals of Vision Zero Durham.

**Planning Staff comment:** Development Plan rezoning submittals are voluntary. During site plan review, compliance with adopted transportation, bicycle, and pedestrian plans and policies will be evaluated in greater detail and applicants will be required to comply with any applicable provisions. The applicant has revised their application from a straight rezoning to a rezoning with a text-only development plan to specify, limit, and/or prohibit uses.
Date: April 9, 2019

To: Members of the Durham Planning Commission
From: Patrick O. Young, AICP, City-County Planning Director
Subject: City-County Planning Department FY20 Work Program

Executive Summary
The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval. The proposed work program is structured on the Department receiving sufficient resources for 49 full-time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program.

Recommendation
Staff recommends that the Commission review and recommend approval of the proposed FY20 Work Program.

Background
The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval.

Attached please find a revised draft of the proposed FY20 Planning Department Work Program. The work program constitutes a catalogue of the various processes and projects that the Department will work on over the coming fiscal year. They can be categorized as one of three types:

- Ongoing projects and processes that reflect legal requirements to respond to proposed site plans, zoning map changes, use permits, certificates of appropriateness, zoning enforcement actions, etc.

- Ongoing projects and processes that relate to City and County policies for providing timely public information support for boards and commissions, and Department management, etc.
• Projects and process that are somewhat discretionary, reflecting City and County desire to engage in long range planning activities, such as the Patterson Place Compact Design District, and various Ordinance text amendments.

Issues
Since a large portion of the Planning Department’s work is dictated by state or local law, the main area of variability in the work program is in the Policy and Urban Design section. This year, no new policy-related projects are proposed. The main policy planning emphasis and resource allocation will be on the new Comprehensive Plan, which was added to the FY19 Work Program last year. The department also received a budget allocation in FY19 for a consultant to partner with staff to manage the community engagement components of the Plan. This approach will allow limited staff resources to focus on technical Plan development.

As a result of JCCPC feedback in February that professional consultant review and advisement on the technical drafting of the Plan was encouraged, staff has negotiated with the selected consultant to expand the amount of “technical planning consultation” in their contract. These consultation services are now approximately nine percent of the overall contract, and can be expanded in the coming years if needed, and if funds are available.

On August 1, 2018 the Joint City-County Planning Committee (JCCPC) considered a request from the Forest Hills neighborhood to initiate a Neighborhood Protection Overlay (NPO). The JCCPC voted 5-1 to prioritize the NPO, keeping the application active so that Planning staff could evaluate the feasibility of incorporating the project into the FY20 Work Program. Due to limited staff resources and the multi-year, staff-intensive nature of the new Comprehensive Plan project, the Forest Hills NPO was not able to be included in the proposed FY20 Work Program. As an alternative to deferring the NPO further, staff submitted a budget request for FY20 to fund a consultant to manage the NPO project. If that budget request is approved, the Work Program will be modified to include a description of the project and account for a modest amount of staff time for consultant management.

The proposed work program is structured on the Department receiving sufficient resources for 49 full time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program to modify tasks by deleting existing tasks or changing expected outcomes and/or timelines.

Attachments
Attachment 1, Proposed Work Program, FY20, Part A, Programs
Attachment 2, Proposed Work Program, FY20, Part B, Programs and Descriptions
Durham City-County Planning Department
FY20 Work Program
Part A, Programs
Draft: April 2019

Planning Department Staffing is 49.0 Full Time Equivalent (FTEs)

1 Land Use
   1.1 Planning Commission Support
   1.2 Zoning Map Changes
   1.3 Comprehensive Plan Amendments
   1.4 Annexation Petitions
   1.5 Historic Preservation Commission (HPC)
      1.5.1 HPC Support
      1.5.2 Certified Local Government Management
      1.5.3 Certificates of Appropriateness
      1.5.4 Historic Landmarks and Landmark Signs
      1.5.5 Demolition by Neglect Investigations (City Only)
   1.6 Street Closings
   1.7 Street Renaming
   1.8 Statutory Vested Rights Determinations
   1.9 Watershed Determinations

2 Zoning Administration
   2.1 Site Compliance
   2.2 Zoning Enforcement
      2.2.1 Response to Complaints
      2.2.2 Proactive Enforcement
      2.2.3 Patrol Program

3 Policy and Urban Design
   3.1 Unified Development Ordinance Text Amendments
      3.1.1 Respond to Legislative Mandates
      3.1.2 City- and County-Initiated Text Amendments
      3.1.3 Privately-Initiated Text Amendments
      3.1.4 Omnibus Changes
      3.1.5 Signs
      3.1.6 Compact Design District Update for Suburban Stations
      3.1.7 Expanding Housing Choices
   3.2 Transportation Planning
      3.2.1 Regional and State Transportation Planning
      3.2.2 County Transportation Planning
      3.2.3 City Transportation Planning
      3.2.4 Patterson Place Compact Design District
   3.3 Historic Preservation Planning
      3.3.1 Historic Preservation Fund Grant Administration
3.4 Environmental Planning
   3.4.1 NFIP Community Rating System (County Only)

3.5 Comprehensive Plan Annual Evaluation and Assessment Report

3.6 Demographic Support

3.7 Community Engagement
   3.7.1 Urban Design Studios
   3.7.2 Planning Academy Program
   3.7.3 Community Listening Sessions
   3.7.4 Educational Institution Partnerships

3.8 Advisory Body Support
   3.8.1 Durham Open Space and Trails Commission
   3.8.2 Environmental Affairs Board
   3.8.3 Appearance Commission

3.9 Inter-Agency Coordination
   3.9.1 Durham-Chapel Hill-Orange Work Group
   3.9.2 Center of the Region Enterprise
   3.9.3 Regional Appearance Committee
   3.9.4 Durham Appearance Advocacy Group

3.10 Comprehensive Plan

3.11 Industrial Land Study Update

4 Development Services Center

4.1 Customer Service
   4.1.1 Public Education and Outreach
   4.1.2 Public Information Requests
   4.1.3 Pre-Submittal Meetings
   4.1.4 Development Review Support

4.2 Minor Development Review
   4.2.1 Common Signage and Way-Finding Signage Plans
   4.2.2 Sign Permits
   4.2.3 Temporary Use Permits
   4.2.4 Limited Agriculture Permits (City Only)
   4.2.5 Home Occupation Permits and Inspections
   4.2.6 Family Care and Group Home Monitoring/Compliance
   4.2.7 Outdoor Seating Permits (City Only)
   4.2.8 Street Vendor Registration (City Only)
   4.2.9 Selective Vegetation Removal Permit Review
   4.2.10 Planning Review of Building Permits
   4.2.11 Small Cell Wireless Permits
   4.2.12 Temporary Right-of-Way Closure Permits

4.3 Major Development Review
   4.3.1 Subdivisions
   4.3.2 Site Plans
   4.3.3 Street Withdrawals
   4.3.4 UDO Administrative Interpretations
   4.3.5 Board of Adjustment (BOA)
      4.3.5.1 BOA Support
      4.3.5.2 Special Use Permits
4.3.5.3 Variances
4.3.5.4 Appeals of Administrative Decisions
4.3.6 Floodplain Reviews

4.4 Development Coordination
4.4.1 Development Management Team
4.4.2 Development Process Management and Improvements
4.4.3 Customer Representation and Case Management

4.5 Partner Work Unit Development Services Center Functions
4.5.1 Construction Drawing Triage (City-Only)
4.5.2 Right-of-Way Permits (City Only)

5 Department Management
5.1 Department Management and Administration
5.2 Performance and Personnel Management
5.3 Professional Development
5.4 Intergovernmental Coordination
5.5 City, County, and Planning Department Strategic Plans
5.6 Culture of Service Initiatives
5.7 Governing Board Support
   5.7.1 Board of County Commissioners
   5.7.2 City Council
   5.7.3 Joint City-County Planning Committee
5.8 Website and CODI
5.9 Computer, GIS, and Data Support
5.10 Customer Satisfaction Feedback
5.11 Internship Program
   5.11.1 Digital Records Conversion Project
1 Land Use
Process legislative and quasi-judicial applications for public and private land development, and make timely recommendations to advisory and elected boards. Manage physical and digital records and public notification in accordance with State statutes and UDO requirements.

1.1 Planning Commission Support (Ongoing)
Description: The Planning Commission reviews and makes recommendations to the governing boards on the following types of items: Comprehensive Plan amendments, UDO text amendments, zoning map changes, historic districts, redevelopment plans, and other long-range plans.

Responsibility: Provide ongoing support for the Planning Commission. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings, prepare meeting minutes or notes, maintain records, and provide public information.

Authority: UDO Section 2.3, Planning Commission, and the latest version of the “State of North Carolina, County of Durham Interlocal Cooperation Agreement” between the City and County for planning.

1.2 Zoning Map Changes (Ongoing)
Description: Zoning is the process of legally establishing allowable uses of land pursuant to State statutes and the Durham UDO. A zoning map change occurs when a petitioner wishes to change the allowable uses of land as established by the adopted City-County zoning map. An initial zoning is applied when the City Council annexes property into the City’s corporate area.

State statute enables the City and County to require and authorize zoning with a development plan. A development plan specifies commitments that are beyond minimum UDO requirements. Commitments can include density and intensity, tree coverage, setbacks, or any other site development characteristic. The development plan becomes part of the zoning of a property and is reviewed concurrently with the zoning map change request. Subsequent site plans or plats may not deviate from the plan unless otherwise allowed or required by the UDO. The deviation may require a zoning map change. A development plan may be used by the petitioner in any zoning district, but is required in the PDR, CC, MU, and IP districts. A development plan is also required in the RS-M District if the applicant proposes to develop a building greater than 35 feet in height or proposes a density greater than eight units per acre, and in the RU-M District if the applicant proposes a density greater than 12 units per acre. Petitioners may request an administratively approved deviation from an approved development plan under certain conditions.

Responsibility: Process applications for a Zoning Map Change in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-
submittal conferences, application intake, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing Planning Commission review and recommendation, managing governing board consideration, and maintaining public records.

**Authority:** UDO Section 3.5, Zoning Map Change.

### 1.3 Comprehensive Plan Amendments (Ongoing)

**Description:** The current Durham Comprehensive Plan was adopted by the City and County in 2005 to guide the physical growth and development of the City. The Plan’s Future Land Use Map provides guidance on desired patterns of land use. When proposed zoning map changes are in significant conflict with the Future Land Use Map, as determined by the Planning Director, the petitioner is required to submit a petition for a plan amendment. The UDO establishes required procedures for neighborhood meetings, application submittal, and review and consideration by advisory and governing bodies.

**Responsibility:** Process applications for Plan Amendments in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparing summary reports for the Joint City-County Planning Committee (JCCPC), preparing staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing Planning Commission review and recommendation, managing governing board review and decision, and maintaining public records. City- or County-initiated Plan Amendments also include conducting neighborhood meetings.

**Authority:** UDO Section 3.4, Comprehensive Plan Adoption/Amendment.

### 1.4 Annexation Petitions (Ongoing)

**Description:** Coordinate multi-departmental review of voluntary annexation petitions.

**Responsibility:** Serve as the lead agency for consolidated annexation agenda items, including processing applications for voluntary annexation in a timely manner and accordance with State statute and Department procedures. This includes pre-submittal conferences, application intake, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing governing board consideration, and maintaining public records. It also includes incorporating Utility Impact Analysis (UIA) information from Public Works, Fiscal Impact Analysis (FIA), and initial zoning information into the coordinated recommendation to City Council.

**Authority:** NGGS § 160A-31 and Coordinated Annexation Strategy resolution, adopted by City Council in October 2012.

### 1.5 Historic Preservation Commission (HPC)

#### 1.5.1 HPC Support (Ongoing)

**Description:** The HPC is the quasi-judicial approving authority for Certificates of Appropriateness and appeals of Demolition by Neglect findings, and reviews and makes recommendations to the governing boards about historic districts and historic landmarks.

**Responsibilities:** Provide ongoing support for the HPC. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings,
prepare meeting minutes or notes, maintain records, and provide public information.

**Authority:** UDO Section 2.5, Historic Preservation Commission (HPC), and the “Interlocal Cooperation Agreement Between Durham County and the City of Durham” establishing a joint historic planning effort.

### 1.5.2 Certified Local Government Management (Ongoing)

**Description:** Certified Local Government (CLG) status allows a jurisdiction with a qualifying historic preservation program access to technical assistance from the State Historic Preservation Office, participation in the National Register nomination process, and eligibility to apply for Historic Preservation Fund matching grants.

**Responsibilities:** Continue to maintain CLG status. Prepare annual reports for the State Historic Preservation Office; apply for and administer grants for historic preservation studies; review nominations for the National Register of Historic Places; review Section 106 inquiries; and participate in training for staff and Historic Preservation Commission members.

**Authority:** National Historic Preservation Act of 1966, as amended and 36 CFR Part 61.

### 1.5.3 Certificates of Appropriateness (COAs) (Ongoing)

**Description:** The City Council and the Board of County Commissioners are authorized to establish local historic districts and local landmarks. Proposed exterior changes in the appearance of properties in local historic districts and local landmarks require the approval of a Certificate of Appropriateness from the HPC. For local historic districts, the HPC uses the review criteria in the adopted historic preservation plan to guide their quasi-judicial determination of COAs. For local historic landmarks, the HPC uses the Secretary of Interior’s Standards to guide their determination of COAs. The HPC delegates administrative approval to staff for certain activities with insignificant impact on the exterior appearance of the historic structures.

**Responsibilities:** Process applications for COAs in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing HPC review and issuance of the decision, and maintaining public records.

**Authority:** UDO Section 3.17, Certificate of Appropriateness, and adopted Historic District Preservation Plans.

### 1.5.4 Historic Landmarks and Landmark Signs (Ongoing)

**Description:** The City Council and the Board of County Commissioners are authorized to establish local historic landmarks and landmark signs. Local landmarks are designated with the consent of the property owner and subject the property to Certificate of Appropriateness requirements. Local landmarks are eligible for a deferral of local property taxes equal to one-half of their appraised value.
Responsibilities: Process application for Historic Landmarks and Landmark Signs in a timely manner and keeping with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, submission of the application to the NC State Historic Preservation Office for comment, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing Historic Preservation Commission review and recommendation. It also includes managing governing board review and notice of the decision, maintaining public records, and follow-up with the County Tax Administrator’s Office.

Authority: UDO Section 3.16, Historic District or Landmark Designation.

1.5.5 Demolition by Neglect Investigations (City Only) (Ongoing)
Description: Owners of certain historic properties within the City limits are required to maintain their properties and not allow them to fall into disrepair. The UDO in paragraph 3.18.1A, Conditions of Neglect Defined and Prohibited, describes the conditions of neglect that must be remedied within the time set by an administrative determination. Property owners and staff may formally request the Planning Director’s determination that a property is being demolished by neglect.

Responsibilities: Respond to petitions for a Demolition by Neglect determination in a timely manner and accordance with UDO requirements and Department procedures.

Authority: UDO Section 3.18, Demolition by Neglect (City Only).

1.6 Street Closings (Ongoing)
Description: The Planning Department coordinates the review and approval of the petitioned closure of publicly-dedicated streets in the City and County, except those under the jurisdiction of the NC Department of Transportation, pursuant to State law. Street closings require public hearings and approval by the governing board.

Responsibility: Process applications for street closings in a timely manner and accordance with State statute and Department procedures. This includes pre-submittal conferences, managing review by multiple departments and agencies, preparation of staff reports and recommendations, and ongoing applicant contact and information. It also includes managing public notice, managing governing board consideration and notice of the decision, recordation of the street closing plat, maintaining public records, and notification of appropriate local, State, and federal agencies after the street closing plat is recorded.

Authority: UDO paragraph 12.3, Streets; NCGS § 160A-299 (City); and NCGS § 153A–241 (County).

1.7 Street Renamings (Ongoing)
Description: The Planning Department coordinates the review and approval of the petitioned renaming of streets in the City and County pursuant to State statute and the UDO. Street renaming requires public hearings and approval by the governing board.
Responsibility: Process applications for street renamings in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, managing review by multiple departments and agencies, the holding of neighborhood information meetings, preparation of staff reports and recommendations, ongoing applicant contact and information. It also includes managing public notice, managing governing board consideration and notice of the decision, recordation of the street renaming plat, maintaining public records, and notification of surrounding property owners and appropriate local, State, and federal agencies after approval of the street name change.

Authority: UDO paragraph 12.3.2, Street Names.

1.8 Statutory Vested Rights Determinations (Ongoing)

Description: The UDO establishes a procedure for obtaining a statutory vested right in conformance with NCGS § 153A-344.1 and NCGS § 160A-385.1. A vested right may be established upon approval of a "site specific development plan" After a public hearing by the governing board. New or amended zoning regulations shall not apply to a property with an established vested right until the vested right expires or is terminated.

Responsibility: Process applications for Statutory Vested Rights Determinations in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing governing board consideration and notification of the decision, and maintaining public records.

Authority: UDO paragraph 3.20, Statutory Vested Rights Determination.

1.9 Watershed Determinations (Ongoing)

Description: When the precise location of a water supply watershed boundary is unclear, a formal determination by the Planning Director with the concurrence of the relevant governing board and the State of North Carolina is required. The North Carolina Administrative Code requires that the North Carolina Environmental Management Commission (EMC) approve all expansions and deletions to protected and critical watershed area boundaries before adoption by the local government.

Responsibility: Process private requests for watershed determinations in accordance with UDO requirements and Department procedures. This includes preparation of staff reports and recommendations, routing the request to the EMC for approval, ongoing applicant contact and information, managing public notice, managing Planning Commission review and recommendation, managing governing board consideration, and maintaining public records.

Authority: UDO paragraph 4.11.3, Rules for Interpretation of Overlay Boundaries, and the North Carolina Administrative Code.

2 Zoning Administration

Ensure compliance with adopted regulations and in conformance with granted approvals. Manage physical and digital records in accordance with State statutes and UDO requirements.
2.1 Site Compliance (Ongoing)

**Description:** Each development in Durham that has an associated site plan must receive a sign-off on the Certificate of Compliance from the City-County Inspections Department and other City and County Departments before occupancy. The UDO requires that new development must be built in accordance with approved site plans to remain valid. Planning staff enforces these provisions by performing site evaluations. Planning sign-offs on Certificates of Compliance are based on site visits (and follow-up visits) conducted by Planning Department staff.

The Planning Department also responds to citizen complaints regarding non-compliance with approved site plans through site investigations and follow-up reports and, when violations are found, enforcement actions.

**Responsibility:** Perform site visits to evaluate whether building and site construction comply with the adopted site plan, in a timely manner and accordance with UDO requirements and Department procedures.

**Authority:** UDO Article 15, Enforcement; paragraph 3.7.9, Inspections of Required Improvements; and paragraph 3.7.10, Issuance of Certificate of Compliance.

2.2 Zoning Enforcement

Enforce provisions of the Unified Development Ordinance proactively and on a complaint basis. Track all enforcement actions taken by updating the database and hard copy files.

2.2.1 Response to Complaints (Ongoing)

**Description:** In response to complaints, work with citizens and staff to ensure compliance with development ordinances.

**Responsibility:** Investigate complaints in accordance with the Planning Director’s Guidelines for Enforcement. Issue Notices of Violation, as appropriate. Maintain records in the database, referencing specific complaints and any enforcement actions taken. Communicate with the complainant and violator regarding case status. Issue fines, as appropriate, and provide testimony in court as needed.

**Authority:** UDO Article 15, Enforcement.

2.2.2 Proactive Enforcement (Ongoing)

**Description:** In response to observations from patrol, work with citizens and other staff to ensure compliance with the UDO and other ordinances.

**Responsibility:** Patrol assigned area and enforce UDO provisions as necessary. Follow the Planning Director’s guidelines for enforcement. Issue Notices of Violation, as appropriate. Maintain records in the database referencing specific complaints and any enforcement actions taken. Communicate with the complainant and violator regarding case status. Remove and dispose of illegally-placed signs. Issue fines, as appropriate, and provide testimony in court as needed.

**Authority:** UDO Article 15, Enforcement.
2.2.3 **Patrol Program (Ongoing)**

**Description:** In response to a rising number of complaints, the Department has implemented an explicit program of proactive patrol throughout the City and County, to ensure that each property is visually observed at least once a year for any potential violation of the UDO. The specific level of patrol is currently under evaluation and is dependent on resources.

**Responsibility:** Visually evaluate properties (from public right-of-ways) to determine whether or not there are any observable violations of the UDO.

**Authority:** UDO Article 15, Enforcement.

### 3 Policy and Urban Design

Prepare plans, policies, programs, and recommendations about land use, historic preservation, urban design, environmental protection, trails and greenways, and open spaces to preserve Durham’s natural and cultural resources.

#### 3.1 Unified Development Ordinance Text Amendments

**Description:** Development issues give rise to changes in Durham’s development regulations. Citizens may apply for zoning text amendments, or the City or County may initiate zoning text amendments.

**Responsibility:** Propose and process amendments to the *Unified Development Ordinance* (UDO) as necessary to respond to development and regulatory issues in a timely manner and accordance with the UDO. This includes pre-submittal conferences as needed; application intake; ongoing applicant contact and information as applicable; coordination of review by other Planning staff, other City, County, and State agencies, and the public. It also includes preparation of policy guidance documents for review by the Joint City-County Planning Committee (JCCPC); preparation of staff reports and recommendations; managing public notice and holding public informational meetings as needed; managing Planning Commission review and recommendation; managing governing board reviews and notice of decisions, and maintaining public records.

**Authority:** UDO Section 3.19, Text Amendments.

#### 3.1.1 Respond to Legislative Mandates (Ongoing)

**Description:** Propose amendments to the UDO to comply with changes to local, State, and federal regulations.

#### 3.1.2 City- and County-Initiated Text Amendments (Ongoing)

**Description:** Process City and County requests for zoning text amendments in a timely manner and keeping with the UDO.

#### 3.1.3 Privately-Initiated Text Amendments (Ongoing)

**Description:** Process private applications for zoning text amendments in a timely manner and keeping with the UDO.

#### 3.1.4 Omnibus Changes (Ongoing)

**Description:** Process technical and minor changes to the UDO in keeping with direction from the City and County Managers and the Joint City-County Planning Committee.
3.1.5 Signs (Multi-Year Project)
Description: Propose amendments to the UDO to revise sign regulations to be in compliance with the U.S. Supreme Court ruling in Reed v. Town of Gilbert.
Deliverable: Ordinance presented to governing bodies for action by the end of calendar year 2019.

3.1.6 Compact Design District Update for Suburban Stations (Multi-Year Project)
Description: Propose amendments to the UDO to adapt the design district standards to Compact Neighborhoods located in suburban areas (Leigh Village, Patterson Place, and South Square/MLK).
Deliverable: Ordinance presented to governing bodies for action in the first quarter of FY20.

3.1.7 Expanding Housing Choice (Multi-Year Project)
Description: Explore a menu of regulatory changes to the Unified Development Ordinance that could make it easier and more affordable to build a wider variety of context-sensitive housing types (i.e. “missing middle”), with the goal overall goal of increasing the housing supply. The project will entail engagement with small-scale housing developers, neighborhood groups and multiple City departments.
Deliverable: Ordinance presented to governing bodies for action in the first quarter of FY20.

3.2 Transportation Planning
Provide transportation planning services to the City, the County, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). This includes representing Durham County on the DCHC MPO Technical Coordinating Committee and preparing socioeconomic projections for the long range transportation plan.

3.2.1 Regional and State Transportation Planning (Ongoing)
Description: Participate in regional transportation planning with the DCHC MPO. Participate with GoTriangle and other jurisdictions in the region to plan a regional transit system, including locating transit-oriented neighborhoods around proposed transit stations.

3.2.2 County Transportation Planning (Ongoing)
Description: Represent Durham County on the DCHC MPO Technical Coordinating Committee and various subcommittees, including but not limited to the Unified Planning Work Program (UPWP) Oversight Committee, and Comprehensive Transportation Plan and Metropolitan Transportation Plan committees. Assist the DCHC MPO on behalf of the County with analyses of various land use, demographic, and transportation models and scenarios to better inform land use and transportation policy, and assist in the development of policies that improve transportation choices and regional mobility. Submit annual budgets and quarterly reports for the UPWP.
3.2.3 **City Transportation Planning (Ongoing)**

**Description:** Represent the City of Durham on the DCHC MPO Technical Coordinating Committee. Assist the DCHC MPO with analyses of various land use, demographic, and transportation models and scenarios to better inform land use and transportation policy. Assist with development of policies that improve transportation choices and regional mobility.

3.2.4 **Patterson Place Compact Design District (Multi-Year Project)**

**Description:** Analyze and receive stakeholder input on a comprehensive rezoning of the Patterson Place Compact Neighborhood to a Compact Design (CD) zoning district, including the delineation of the Core, Support-1, and Support-2 subdistricts.

**Deliverable:** Zoning Map Change presented to governing bodies for action in the first quarter of FY20.

3.3 **Historic Preservation Planning**

Prepare plans and develop draft policies for the protection of Durham’s historic resources as directed by the governing boards.

3.3.1 **Historic Preservation Fund Grant Administration (Ongoing)**

**Description:** Administer any awarded Historic Preservation Fund (HPF) grants issued by the National Park Service, through the State Historic Preservation office, for partner non-profit groups.

**Responsibility:** Administer HPF grants in accordance with federal, state, and local standards.


3.4 **Environmental Planning**

Prepare plans and develop draft policies for the protection of Durham’s environmental resources as directed by the governing boards.

3.4.1 **NFIP Community Rating System (County Only) (Ongoing)**

**Description:** The National Flood Insurance Program’s (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from community actions. The goals of the CRS program are to reduce flood losses, facilitate accurate insurance rating, and promote the awareness of flood insurance. The objective of the CRS is to reward communities that are doing more than meeting the minimum NFIP requirements to help their citizens prevent or reduce flood losses. The CRS also provides an incentive for communities to initiate new flood protection strategies.
Responsibility: Process annual application for certification of Durham County’s National Flood Insurance Program Community Rating System (NFIP CRS) program. Implement public outreach and education related to floodplain issues; enforce applicable floodplain regulations; and develop and implement enhancements to open space acquisition, repetitive loss reduction strategy, and maintenance of streams and other waterways.

Authority: Direction from the County Manager.

3.5 Comprehensive Plan Annual Evaluation and Assessment Report (Ongoing)
Description: Prepare an annual evaluation and assessment report (EAR) to the JCCPC, the Planning Commission, and the governing boards, in accordance with the Durham Comprehensive Plan, Policy 1.1.4a, Evaluation and Assessment, to evaluate the status and effectiveness in implementing the Plan’s goals, objectives, and policies.


3.6 Demographic Support (Ongoing)
Description: File annual annexation and boundary surveys with the State and federal governments. Provide technical support for identifying new Census Tract boundaries. Staff the U.S. Census Complete Count Committee. Manage and maintain population estimates for the City and the County of Durham. Provide demographic information to citizens and project future population growth.


3.7 Community Engagement
Engage the community in planning issues on an ongoing basis and through a variety of methods.

3.7.1 Urban Design Studios (Ongoing)
Description: Plan, organize, and facilitate design-focused, public outreach events such as workshops, charrettes, and presentations for special projects. Due to the scope of the new Comprehensive Plan Urban Design Studios will be limited to city or county projects only during the duration of Plan development.

3.7.2 Planning Academy Program (Ongoing)
Description: Continue to offer a follow-up course to City College and Neighborhood College for community members and local government employees to explore planning issues in greater detail. Graduates of the Planning Academy may serve as community ambassadors to their respective neighborhoods and as points of contact for the Planning Department.

3.7.3 Community Listening Sessions (Ongoing)
Description: Attend neighborhood group or other organization meetings upon request to hear feedback on specific planning-related community concerns or ideas. Feedback from these meetings will be evaluated for consideration in the Department’s annual Work Program, if appropriate.
3.7.4 Educational Institution Partnerships (Ongoing)
Description: Develop a plan to more effectively interact with nearby universities, including North Carolina Central University, Durham Technical College, Duke University, and the University of North Carolina at Chapel Hill. Develop a more formal internship and mentoring program to strengthen the bond between the Department and the University community. Identify and publicize opportunities for student volunteers in partnership with local schools.

3.8 Advisory Body Support
Provide ongoing support for advisory bodies appointed by the Durham City Council and Board of County Commissioners.

3.8.1 Durham Open Space and Trails Commission (DOST) (Ongoing)
Description: The DOST provides advice to the City Council and Board of County Commissioners on matters relating to open space preservation and trail development. To provide recreational and environmental benefits for the citizens of Durham County, the DOST promotes the preservation of valuable open spaces, natural vegetation, and stream valleys within the urban and rural environment, and the development of trails and other appropriate recreational and transportation facilities for pedestrians and bicycles.
Responsibility: Provide ongoing support for the DOST. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings, maintain records of meeting minutes or notes, and provide public information.
Authority: City of Durham and County of Durham Interlocal Cooperation Agreement for Open Space and Trails Planning.

3.8.2 Environmental Affairs Board (EAB) (Ongoing)
Description: The EAB advises and assists the City and County on matters related to the maintenance and improvement of the quality and safety of the environment.
Responsibility: Provide ongoing support for the EAB. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings, maintain records of meeting minutes or notes, and provide public information.
Authority: City of Durham and County of Durham Interlocal Cooperation Agreement for the Durham Environmental Affairs Board.

3.8.3 Appearance Commission (Ongoing)
Description: The Appearance Commission’s mission is to enhance and improve the visual quality and aesthetic character of Durham City and County. They provide advice to the City and County on matters of community beautification.
Responsibility: Provide ongoing support for the Appearance Commission. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings, maintain records including meeting minutes or notes, and provide public information.
Authority: The Interlocal Agreement between the City of Durham and Durham County Creating a Durham City-County Appearance Commission.
3.9 Inter-Agency Coordination
Provide support and share information with a variety of inter-agency and inter-governmental bodies.

3.9.1 Durham-Chapel Hill-Orange Work Group (Ongoing)
Description: Update elected and appointed officials of this intergovernmental work group at quarterly meetings. Provide liaison services on behalf of Durham County and the City of Durham.

3.9.2 Center of the Region Enterprise (Ongoing)
Description: Represent the City and County of Durham from a land use planning perspective for this intergovernmental work group.

3.9.3 Regional Appearance Committee (Ongoing)
Description: Represent the City and County of Durham from a land use planning perspective for this intergovernmental work group operated by the Triangle J Council of Governments.

3.9.4 Durham Appearance Advocacy Group (Ongoing)
Description: Represent the Planning Department and provide information on land use planning and regulation for this intergovernmental and citizen work group.

3.10 Comprehensive Plan (Multi-Year Project)
Description: Develop a new Comprehensive Plan to replace the one from 2005. The Plan will guide development in Durham and accommodate future growth with a focus on infrastructure and service delivery planning, implementation steps and costs, and equity and access. The Plan will set a cohesive vision for the community with a plan to provide the necessary infrastructure to support new development.

Deliverable: Complete Phase I by the end of calendar year 2019.

3.11 Industrial Land Study Update (Multi-Year Project)
Description: Update the 2013 Industrial Land Study based on changing market conditions and newly available data.

Deliverable: Study presented to governing bodies for action in the first quarter of FY20.

4 Development Services Center
The Development Services Center (DSC) provides a one-stop-shop for development services, including application intake, in-person customer service, and quick turn-around for minor building projects and planning approvals. The mission of the DSC is to improve the coordination, predictability, timeliness, and quality of customer service delivery and the development review process. The DSC is staffed by employees from City-County Planning, City-County Inspections, and Public Works Departments. The DSC staff coordinates with over 20 City and County Departments to administer over 70 different permits and/or review types.

4.1 Customer Service
Customer service functions include receiving permits and development applications, routing materials for review, tracking the status of permit and development applications, cashiering services, coordinating interdepartmental meetings, and helping
customers navigate the development process and answer minor questions that do not involve substantial staff research or analysis.

4.1.1 Public Education and Outreach (Ongoing)
Description: Help customers navigate the development process and engage with stakeholders. This includes helping customers define what they are trying to accomplish, helping customers understand which development application or permit they will need, and assisting with the completion of an application or permit. This also includes notifying customers of operational changes, providing customer self-help information online, and periodically meeting with customers or stakeholder groups to receive feedback related to any aspect of Durham’s development process.

4.1.2 Public Information Requests (Ongoing)
Description: Provide customers with information on property zoning and applicable development regulations (ranging from high-level summaries to more in-depth analyses) prior to initiating a formal application. Information may be provided as due diligence letters that verify zoning district, current land use, Certificate of Occupancy, and/or pending or prior zoning code enforcement actions. Also includes fulfilling public records requests, either by directing customers to information online or retrieving and scanning documents.

4.1.3 Pre-Submittal Meetings (Ongoing)
Description: Pre-submittal meetings are required for certain development applications, and are available as optional meetings for all other applications. Meetings are attended by representatives from the DSC’s partner work groups, the applicant, and the applicant’s representatives. Pre-submittal meetings are intended to ensure the applicant understands applicable development regulations prior to submitting a formal application, and to provide a comprehensive summary of applicable UDO and transportation requirements, stormwater and development engineering regulations, and infrastructure capacity.

4.1.4 Development Review Support (Ongoing)
Description: This includes receiving permits and development applications, routing materials for review, tracking the status of permit and development applications, scheduling pre-submittal and zoning and property analysis meetings, and cashiering services.

4.2 Minor Development Review
Provide high quality and timely (within three business days) review of administratively approvable development permits of limited scope and complexity.

4.2.1 Common and Way-Finding Signage Plans (Ongoing)
Description: A Common Signage Plan is required when multiple signs are associated with a project that consists of several buildings in a single development. The common signage plan includes all signs within the development, including out parcels. Way-finding signs are solely for the purpose of providing directional information along rights-of-way from sub-sections, tenants, or areas of the development to other sub-sections, tenants, or areas of the development.
Responsibilities: Process applications for Common Signage Plans and Way-Finding Signage Plans in a timely manner and accordance with UDO requirements and Department procedures. This includes application intake, managing review by multiple departments and agencies, ongoing applicant contact and information, and maintaining public records. The Planning Director or designee is the approving authority for common and way-finding signage plans. The Planning Director or designee may approve modifications to the lettering style of a common signage plan to accommodate State and federally registered trademarks (logos) if the intent of the common signage plan requirements is maintained.

Authority: UDO Section 3.11, Common and Way-Finding Signage Plans; paragraph 11.6.2A.9, Way-Finding Signs; Section 11.8, Elements of Common and Way-Finding Signage Plans; and Section 11.2, General Requirements for Signs.

4.2.2 Sign Permits (Ongoing)
Description: Sign permits are required for a variety of different sign types and ensure that signs comply with established regulations in terms of size, location, number, and lighting.
Responsibility: Process applications for sign permits in a timely manner and in accordance with UDO requirements and Department procedures. This includes application intake, issuance of the permit, inspection of the sign(s) upon installation, and maintaining public records.
Authority: UDO Section 3.10, Sign Permit; and Section 11.6, Signs Requiring Permits.

4.2.3 Temporary Use Permits (Ongoing)
Description: Temporary uses occurring on property outside of the public right-of-way are allowed upon the issuance of a temporary use permit, with some exceptions. The Planning Department coordinates the review and approval of temporary use permits.
Responsibility: Process applications for Temporary Use Permits in a timely manner and accordance with UDO requirements and Department procedures. This includes a pre-submittal conference as needed, application intake, soliciting comments from other departments and agencies, issuance of the permit, monitoring compliance, and maintaining public records.
Authority: UDO Section 3.12, Temporary Use Permit; and Section 5.5, Temporary Uses.

4.2.4 Limited Agriculture Permits (City Only) (Ongoing)
Description: Maintaining domestic chickens for non-commercial uses within the City limits requires a Limited Agriculture Permit per the UDO.
Responsibility: Process applications for Limited Agriculture Permits in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, verifying that the notification requirements have been met, conducting administrative reviews as needed, conducting site compliance investigations, and maintaining public records.
Authority: UDO Section 3.22, Limited Agriculture Permit (City Only), and paragraph 5.4.12, Limited Agriculture (City Only).

4.2.5 Home Occupation Permits and Inspections (Ongoing)
Description: Commercial enterprises undertaken from residential structures must meet City-County standards and require a home occupation permit from the Planning Director or designee.

Responsibility: Process applications for Home Occupation Permits in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences as needed, application intake, review of proposals for home occupation permits, conducting site visits as necessary, issuing required permits, and maintaining public records.

Authority: UDO Section 3.13, Home Occupation Permit, and paragraph 5.4.4, Home Occupations.

4.2.6 Family Care Homes and Group Homes Monitoring and Compliance (Ongoing)
Description: Family care homes are dwellings defined in NCGS § 168-21; group homes are dwellings that are operated under State regulations, that provide room and board for more than six, but less than 13 individuals who as a result of age, illness, handicap or some specialized program, require personalized services or a supervised living arrangement in order to assure their safety and comfort.

Responsibility: The Planning Department: a) maintains a database of family care homes and group homes; b) coordinates the database with the North Carolina Department of Health and Human Services, Division of Health Service Regulation (NCDHSR) listings, and the County Health Department on a regular basis; c) works with the County Health Department to require verification of zoning and compliance with UDO separation standards for family care and group homes. Additionally, the Planning Department processes requests for business verification letters for new family care and group homes, including pre-submittal conferences as needed, application intake, verifying the proposed location meets the UDO separation requirements, investigating complaints and performing enforcement actions as needed, and maintaining public records.

Authority: Directives from the City and County Managers, and UDO paragraph 5.3.2C, Family Care Homes and Group Homes.

4.2.7 Outdoor Seating Permits (City Only) (Ongoing)
Description: Outdoor dining areas located in the public right-of-way require a permit that must be renewed annually.

Responsibility: Process applications for Outdoor Seating Permits in a timely manner and in accordance with City Code and Department procedures. This includes pre-submittal conferences as needed, providing background information to applicants, application intake, conducting administrative reviews for compliance with standards, installing outdoor dining area markers, issuing required permits, conducting site compliance investigations including at the time of annual renewal, and maintaining public records.

Authority: City Code, Section 54-110, Outdoor Dining Area.
4.2.8 Street Vendor Registration and Compliance (City Only) (Ongoing)

Description: Durham City Code establishes standards for street vendors operating in the public rights-of-way and requires that they be registered annually with the City. The Planning Department has been delegated the tasks related to street vendor registration and compliance by the City Manager.

Responsibility: Process applications for Street Vendor Registration in a timely manner and in accordance with City code requirements and Department procedures. These include informing the street vendors of the requirements, processing Street Vendor Registration initial requests and annual renewals, conducting pre-submittal conferences as needed, application intake, coordination with the County Health Department as needed, investigating complaints, performing enforcement actions as needed, maintaining public records, and maintaining a database of street vendors.

Authority: City Code, Section 54-91, Right of Way Sales Activities; designated to administer the program by the City Manager.

4.2.9 Selective Vegetation Removal Permit Review (Ongoing)

Description: A property owner may submit a request to the N.C. Department of Transportation (NCDOT) for a selective vegetation removal permit to open up views to a building or a legally-erected billboard located directly adjacent to limited- or controlled-access State or federal highway right-of-way that is also within City limits. In addition, all beautification and replanting plans within a State or federal highway right-of-way, except mitigation plans, must be submitted to either the City or County of Durham, as appropriate. The Planning Department coordinates the reviews of these requests and responses to NCDOT.

Responsibility: Review Selective Vegetation Removal Permits and Beautification and Replanting Plans in a timely manner and in accordance with State law. This includes maintaining registration with the NCDOT for the City and County, receipt of requests, soliciting comments from other departments and agencies, issuance of a response letter to NCDOT, maintaining public records, and keeping the elected officials informed when new requests are received.

Authority: NCGS § 19A NCAC 02E.0600.

4.2.10 Planning Review of Building Permits (Ongoing)

Description: Building permits are reviewed by Planning staff to verify compliance with applicable standards established in the UDO or approved site plan, development plan, or Certificate of Appropriateness.

Responsibility: Review building permits in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: Durham Unified Development Ordinance, sections as applicable.

4.2.11 Small Cell Wireless Permits (Ongoing)

Description: Small cell wireless facilities are allowed by state law to be installed and operated within the public right-of-way. Activities associated with the small cell wireless program include permit review, field inspection, and enforcement.
Responsibility: The DSC will perform primary intake, review, and inspections functions for this program.

Authority: Durham City Code Section 62-58, NCGS § 160A-400.54 through 400.57, and NCGS § 136-18.3A.

4.2.12 Temporary Right-of-Way Closure Permits (Ongoing)
Description: Temporary closures of rights-of-way associated with construction, or other temporary activities, require review, approval, and monitoring.

Responsibility: The DSC will perform primary intake, review, and inspections functions for this program.

Authority: Durham City Code Sections 66-429- to 66-437.

4.3 Major Development Review
Development review includes administrative review and approval of proposals for public and private land development for consistency with adopted plans, policies, and ordinances, including managing physical and digital records.

4.3.1 Subdivisions (Ongoing)
Description: Plats include all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for sale or building development, pursuant to State statutes and the Durham UDO. Subdivision of land occurs through the submittal and approval of a map called a “plat” and the recordation of that plat with the Office of the Durham County Register of Deeds.

A preliminary plat is a map indicating the proposed layout of a development and related information that is submitted for preliminary review. A final plat is the map of all or a portion of a subdivision, presented for final approval.

Responsibility: Process applications for Subdivision plat approval in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations if applicable, ongoing applicant contact and information, site plan extension requests, managing public notice, managing governing board review and decision if applicable, and maintaining public records. These may include conservation subdivisions.

Authority: UDO Section 3.6, Subdivision Review, and Article 13, Additional Requirements for Subdivisions.

4.3.2 Site Plans (Ongoing)
Description: A site plan is an approval that ensures that any future development will occur in a planned and orderly manner. All proposed development in Durham requires review and approval of a site plan, except single-family and two-family development on single lots or improvements that are solely interior to an existing building and not associated with proposed or potential change of use. Architectural Review is required for changes to building elevations where compliance with architectural standards is required, but no site plan approval or certificate of appropriateness is otherwise required. The requirements of
Unified Development Ordinance (UDO) paragraph 3.23.2B, General Requirements, also apply where architectural drawings are required for site plan approval.

Responsibility: Process applications for Site Plan and Architectural Review approval in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake and triage, managing review by multiple departments and agencies, preparation of staff reports and recommendations if applicable, ongoing applicant contact and information, site plan extension requests, managing public notice, managing governing board consideration if applicable, and maintaining public records. This project covers initial submittals, re-submittals, and amendments. It also covers coordination of reviews of related Floodplain Development Permits.

Authority: UDO Section 3.7, Site Plan Review; Section 3.21, Floodplain Development Permit; and Section 3.23, Architectural Review.

4.3.3 Street Withdrawals (Ongoing)
Description: Under State statute, a dedicated right-of-way that was never actually opened, or used by the public within 15 years after the dedication, may be withdrawn from dedication under certain circumstances:

1. The property owner on both sides of the right-of-way is the same.
2. The continued use of the strip of land dedicated for street or highway purposes shall not be necessary to afford convenient ingress or egress to any lot or parcel of land sold and conveyed by the dedicator of such street or highway.
3. The owner files notice with the City or County having jurisdiction over that right-of-way of the intent to withdraw.
4. The owner files a plat showing the withdrawal of the right-of-way and recombination into the adjacent tracts.

Responsibilities: The Planning Department reviews the information provided by the property owner, verifies that the right-of-way has not been opened or used by consulting aerial photos and that the street is not shown on the adopted future street plan. Once this has been verified, the Planning Department reviews the recombination plat for compliance with NCGS § 47-30, as amended.

Authority: NCGS § 136-96.

4.3.4 UDO Administrative Interpretations (Ongoing)
Description: The requirements of the UDO cannot anticipate the variety of real-world, on-the-ground conditions. On numerous occasions, an interpretation of UDO requirements is necessary to achieve the regulatory objectives while accommodating unorthodox situations.

Responsibility: According to the UDO, the Planning Director is authorized to interpret the Ordinance and make an administrative adjustment to the specified development standards in the UDO.

Authority: UDO paragraph 2.7.4, Powers and Duties.
4.3.5 Board of Adjustment (BOA)

4.3.5.1 BOA Support (Ongoing)

Description: The BOA is the quasi-judicial approving authority for variances, minor special use permits, design special use permits, and appeals of administrative decisions.

Responsibility: Provide ongoing support for the BOA. Prepare agendas, prepare meeting notices and advertisements, arrange and attend meetings, prepare meeting minutes or notes, maintain records, and provide public information.

Authority: UDO Section 2.4, Board of Adjustment (BOA), and the latest version of the “State of North Carolina, County of Durham Interlocal Cooperation Agreement” between the City and County for planning.

4.3.5.2 Special Use Permits (Ongoing)

Description: A Special Use Permit is required for certain uses within certain zoning districts that have significant potential for incompatibility with adjacent and nearby uses and, therefore, require individual, quasi-judicial review. A Special Use Permit must be obtained when a property owner wishes to undertake one of the specified uses.

Minor Special Use Permits (mSUPs) are required for all uses identified as minor special uses within UDO Section 5.1, Use Table; paragraph 8.4.4C, Development Requiring a Minor Special Use Permit; and other provisions of the Ordinance. Minor Special Use Permits are issued by the Durham City-County Board of Adjustment based on a quasi-judicial hearing as specified in UDO paragraph 3.9.6, Approval of a Minor or Design Special Use Permit.

Design Special Use Permits (DSUPs) are required for site plans and architectural reviews where alternative forms of compliance are sought in Design Districts, in accordance with UDO Section 3.9, Special Use Permit, and paragraph 6.12.2, All Design Districts. Design Special Use Permits are issued by the Durham City-County Board of Adjustment based on a quasi-judicial hearing as specified in UDO paragraph 3.9.6, Approval of a Minor Special Use Permit, and the findings in paragraph 3.9.9, Criteria for Approval of Design Special Use Permits.

Major Special Use Permits (MSUPs) are required for all uses identified as major special uses within UDO Section 5.1, Use Table; and paragraph 3.3.8, Transportation Special Use Permit. The governing board issues Major Special Use Permits based on a quasi-judicial hearing as specified in UDO paragraph 3.9.7, Approval of a Major or Transportation Special Use Permit.

Transportation Special Use Permits are required for development projects with corresponding site plans and preliminary plats that are
expected to generate vehicle trips that meet the thresholds in paragraph 3.9.10, Transportation Special Use Permit. The governing board issues Transportation Special Use Permits based on a quasi-judicial hearing as specified in UDO paragraph 3.9.7, Approval of a Major or Transportation Special Use Permit, and the criteria in paragraph 3.9.10C, Criteria for Approval.

**Responsibility:** Process applications for Special Use Permits in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Board of Adjustment review and decision if applicable, managing governing board review and issuance of the decision if applicable, and maintaining public records.

**Authority:** UDO Section 3.9, Special Use Permit.

### 4.3.5.3 Variances (Ongoing)

**Description:** The Board of Adjustment may vary certain requirements of the UDO, in harmony with the general purpose of these regulations, where special conditions applicable to the property in question would make the strict enforcement of the regulations impractical or result in hardship in making reasonable use of the property. Per State law, a use variance is not allowed.

**Responsibilities:** Process applications for Variances in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing Board of Adjustment review and issuance of the decision, and maintaining public records.

**Authority:** UDO Section 3.14, Variances.

### 4.3.5.4 Appeal of Administrative Decision (Ongoing)

**Description:** Any person aggrieved by a final order, interpretation, or decision of any administrative official authorized to make decisions under the UDO may appeal those decisions to the Board of Adjustment.

**Responsibilities:** Process applications for Appeals of Administrative Decision in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, ongoing applicant contact and information, managing public notice, managing Board of Adjustment review and issuance of the decision, and maintaining public records.
**Authority:** UDO Section 3.15, Appeal of Administrative Decision.

### 4.3.6 Floodplain Reviews (Ongoing)

**Description:** Pursuant to the requirements of the National Flood Insurance Program (NFIP) and the Durham UDO, development activities in the 100-year floodplain and floodway are restricted. Permissible development in the floodplain requires additional review and approval to ensure that there is no substantial, negative impact on flooding of adjacent properties. Reviews include: Floodplain Development Permits, Floodplain Administrator’s (MT-2) compliance signoff of Conditional Letters of Map Revision (CLOMR), floodplain review determination letters, no-impact certifications and calculations, No Practical Alternative Applications (NPAA), and floodplain as-builts, and tracking of floodplain inquiries.

**Responsibility:** Process reviews in a timely manner and in accordance with UDO requirements, FEMA regulations, and Department procedures.

**Authority:** Section 8.4 of the Durham UDO. Please note that the City-County Director of Inspections is the Floodplain Administrator and retains final authority regarding floodplain development pursuant to the UDO.

### 4.4 Development Coordination

Development coordination services include coordinating and improving the development process and answering, routing, and tracking development-related inquiries.

#### 4.4.1 Development Management Team (Ongoing)

**Description:** The Development Management Team is an interdepartmental working group whose purpose is to share information about the development process, identify and facilitate development review process improvements, and implement the Memorandums of Understanding (MOU) between the Development Services Center and its Partner Work Units.

#### 4.4.2 Development Process Management and Improvements (Ongoing)

**Description:** The development review processes mandated by law are complex and involve a variety of reviewers and decision makers in numerous City and County departments. Staff from Planning and other departments administer Durham’s development review process, and continually evaluate the process for opportunities to educate applicants, reduce unnecessary procedural steps, and improve the process for the applicant and the City and County. This task also involves participation in a City- and County-wide effort to implement a full digital submittal, review, and approval option.

### 4.5 Partner Work Unit Development Services Center Functions

The DSC, as part of its mission to provide a one-stop-shop for development services, houses employees and functions from two other departments in addition to City-County Planning: City-County Inspections and Public Works. Both of these partner departments (referred to as “partner work units”) operate several key development services through the DSC, as listed below.
4.5.1  **Construction Drawing Triage (City-Only) (Ongoing)**  
**Description:** Construction Drawings (CDs) are infrastructure plans required for all multifamily and nonresidential development. Construction drawings are received and triaged by the DSC, then reviewed by the DSC’s Partner Work Units.

**Responsibility:** DSC staff provides intake, cashiering, triage (completeness review), routing, tracking, and records management for CDs. Review and approval is performed by Partner Work Unit staff.

**Authority:** City of Durham Reference Guide for Development; Durham Municipal Code Chapter 62, Streets and Sidewalks and Chapter 70, Utilities.

4.5.2  **Right-of-Way Permits (City-Only) (Ongoing)**  
**Description:** A permit is required within Durham City limits to connect a driveway to a City street. This is done to ensure that there is no negative impact on the City street, and that ingress and egress from the property are safe for motorists and pedestrians.

**Responsibility:** Process applications for driveway permits in a timely manner and in accordance with Public Works requirements and procedures. This includes application intake, issuance of the permit, inspection of the driveway upon installation, and maintaining public records.

**Authority:** Durham City Code. Please note that the City Public Works Department retains final authority regarding driveway permit issuance.

5  **Department Management (Ongoing)**

5.1  **Department Management and Administration**
- Prepare the annual Department budget for the City and County.
- Monitor and report on performance measures.
- Monitor Department spending and accounts. Monitor timely deposit of receipts, including development application fees. Maintain fiscal records for audit and review. Serve as departmental liaison to the Finance Department.
- Prepare the annual work program and monthly reports on work program progress. Secure review and approval of annual work program from the Planning Commission, the Joint City-County Planning Committee, the City and County Managers, and the governing boards.
- Develop scope of services, prepare requests for proposals, evaluate proposals, prepare contracts, and secure governing board approval, as needed, to enter into a contract. Develop and execute contracts and manage consultant projects.
- Monitor Interlocal cooperation agreements.
- Work with Risk Management Division to improve employee safety. Educate staff on OSHA requirements.
- Maintain planning-related documents to meet State requirements, including document filing and scanning.
- General office management, including handling mail and ordering supplies.
- Serve as liaison to the Human Resources Department to keep departmental staff informed about City policy and benefits changes.
• Consult with the City and County Attorney’s Offices as needed on matters related to City and County codes and litigation.

• Engage in quality assurance activities, including review of staff reports, agendas, advertisements and notices, and progress reports; respond to management inquiries from the City and County Managers, members of governing and advisory boards, customers, and citizens.

5.2 Performance and Personnel Management
Prepare and maintain performance standards for each employee, conduct and participate in annual coaching sessions, and conduct and participate in annual performance evaluations in a timely manner. Conduct and attend Section, Division, and Department staff meetings. Conduct regular staff meetings to facilitate the flow of management information and monitor work performance.

5.3 Professional Development
Provide opportunities and funding for the professional development, professional certification, and certification maintenance of Department staff, such as State and national professional conferences and web seminars. Coordinate training programs for departmental staff.

5.4 Intergovernmental Coordination
Provide ongoing support/planning coordination among neighboring jurisdictions. This includes the Durham-Chapel Hill-Work Group, the Center of the Region Enterprise (CORE), and Triangle J Council of Governments (TJCOG) Committees.

5.5 City, County, and Planning Department Strategic Plans
Implement the Planning Department Strategic Plan for the next two to three years. Participate in staff initiatives to implement the adopted City Strategic Plan. Participate in staff initiatives to implement the adopted County Strategic Plan.

5.6 Culture of Service Initiatives
Conduct staff initiatives to implement the City’s Culture of Service goals and respond to concerns raised by the Employee Opinion Survey.

5.7 Governing Board Support
Provide ongoing support for the governing boards, including preparing agendas or agenda items, arranging and attending meetings, preparing meeting minutes or notes as applicable, maintaining records, and providing public information.

5.7.1 Board of County Commissioners
5.7.2 City Council
5.7.3 Joint City-County Planning Committee

5.8 Website and CODI Support
• Develop and maintain the Planning Department’s website to provide information to citizens about planning and development activities. Continue to expand the Department’s website to be as complete and as interactive as possible. Serve as Web Content Administrator for the Department.

• Develop and maintain the Department’s City of Durham Intranet (CODI) site to provide inter- and intra-departmental staff resources related to planning and departmental activities. Serve as CODI Content Administrator for the Department.
5.9 **Computer, GIS, and Data Support**
Manage and maintain geospatial databases of planning-related information. Provide mapping support and research for staff. Create and manage databases of planning-related topics. Manage the Land Development Office (LDO) database used by multiple City and County departments to coordinate the review of development proposals. Manage updates to the Durham Zoning Atlas. Provide basic hardware and software support for Planning staff, including input and quotes for new technology. Serve as liaison to the Technology Solutions Department.

5.10 **Customer Satisfaction Feedback**
Solicit feedback on the Planning Department’s performance in serving its numerous and diverse customers, including elected boards, advisory boards, development review applicants and consultants, comprehensive and neighborhood planning stakeholders, and citizens.

5.11 **Internship Program**
Provide internship opportunities for students to engage in a variety of planning and administrative projects and experiences. Additional projects not listed below may also be considered based on mutual benefit to the Planning Department and the student.

5.11.1 **Digital Records Conversion Project (Ongoing)**
*Description:* Assist in the ongoing effort to convert paper files to digital records by scanning file contents, indexing them according to a standard protocol, uploading them to the Land Development Office, and purging paper files of extraneous materials in preparation for offsite storage.
High Priority Projects

1. **Ninth Street West Compact Design District Addition**
   Amend the existing Ninth Street Compact Design District to add an adjacent area of what was formerly considered part of the Erwin Road Compact Neighborhood (north of the Durham Freeway).

2. **Alston Avenue Compact Design District**
   Analyze and receive stakeholder input on a comprehensive rezoning of the Alston Avenue Compact Neighborhood to a Compact Design (CD) zoning district, including the delineation of the Core, Support-1, and Support-2 subdistricts (*Durham Comprehensive Plan*, Policies 2.2.4b and c, Compact Neighborhood Zoning).

3. **Erwin Road Compact Design District**
   Analyze and receive stakeholder input on a comprehensive rezoning of the Erwin Road Compact Neighborhood to a Compact Design (CD) zoning district, including the delineation of the Core, Support-1, and Support-2 subdistricts. This project includes amending the existing Ninth Street Compact Design District to add an adjacent area of what was formerly considered part of the Erwin Road Compact Neighborhood, north of the Durham Freeway (*Durham Comprehensive Plan*, Policies 2.2.4b and c, Compact Neighborhood Zoning).

4. **South Square/MLK Compact Design District**
   Analyze and receive stakeholder input on a comprehensive rezoning of the South Square/MLK Compact Neighborhood to a Compact Design (CD) zoning district, including the delineation of the Core, Support-1, and Support-2 subdistricts (*Durham Comprehensive Plan*, Policies 2.2.4b and c, Compact Neighborhood Zoning).

5. **Leigh Village Compact Design District**
   Analyze and receive stakeholder input on a comprehensive rezoning of the Leigh Village Compact Neighborhood to a Compact Design (CD) zoning district, including the delineation of the Core, Support-1, and Support-2 subdistricts (*Durham Comprehensive Plan*, Policies 2.2.4b and c, Compact Neighborhood Zoning).

6. **Compact Neighborhood Future Land Use Map Update - Part 2**
   Analyze and recommend necessary updates to the Compact Neighborhood Tiers adopted in the 2005 Comprehensive Plan for the commuter rail station locations, and the proposed light rail station at North Carolina Central University. Recommendations for adjustments to existing, or creation of new, tier boundaries, and changes to future land use designations will be developed.

7. **Land Use Plan Update, US 70 Corridor**
   Prepare detailed land use plan updates for the US 70 corridor area, considering the conversion of US 70 to a limited access freeway, and the resulting impacts to access, land use, and economic development.
8. **Land Use Plan Update, Burdens Creek/NC-55/South Alston Avenue**  
Prepare detailed land use plan updates for Burdens Creek, NC 55 and South Alston Avenue area, considering the capacity of infrastructure and the demand for specific land uses (*Durham Comprehensive Plan*, Policy 2.5.2b, Land Use Plan Updates).

9. **Land Use Plan Update, Durham Technical Community College Area**  
Prepare detailed land use plan updates for Durham Technical Community College area, considering the capacity of infrastructure and the demand for specific land uses. Investigate a zoning map change to a University and College District for the Durham Technical Community College campus (*Durham Comprehensive Plan*, Policy 2.5.2b, Land Use Updates).

10. **Land Use Plan Update, East Durham**  
Prepare detailed land use plan updates for East Durham, considering economic development goals, the conditions of aging infrastructure, and environmental justice concerns.

11. **Land Use Plan Update, South Central Durham**  
Prepare detailed land use plan updates for and South Central Durham, considering economic development goals, the conditions of aging infrastructure, and environmental justice concerns.

12. **Bahama Rural Village Plan**  
Prepare a land use plan for the rural village of Bahama. Explore design guidelines to protect its character, and encourage appropriate and compatible infill development. Investigate establishment of a historic district (*Durham Comprehensive Plan*, Policy 2.2.1e, Rural Villages and Policy 2.5.3c, Rural Village Plans).

13. **Miscellaneous Revisions to the UDO**  
- Use Table Revisions  
- Limited Agriculture Permit/Urban Agriculture Revisions  
- Article 7 and Design Commitment Revisions  
- Infill Development Standards Revisions  
- Parking Revisions

**Medium Priority Projects**

14. **Fiscal Impact Assessment Tool**  
Create a mechanism with which to measure fiscal and economic impacts of proposed changes to the Future Land Use Map and/or Zoning Atlas (*Durham Comprehensive Plan*, Policy 2.3.2b, Fiscal Impact Assessment).

15. **Durham Inventory Update**  
Coordinate an update of the “Durham County Inventory of Natural Areas, Plants, and Wildlife” with the North Carolina Department of Environmental Quality (*Durham Comprehensive Plan*, Policy 7.1.6d, Regular Inventory Updates).

16. **Flat River Open Space Plan**  
Prepare an open space plan for the Flat River basin area of Durham County, basing the plan on the integrated open space objectives of continuous open space corridors, water quality, wildlife habitat protection, scenic and aesthetic considerations, recreation, and preservation of significant historic and cultural features (*Durham Comprehensive Plan*, Policy 7.2.2e, Flat River Open Space Plan).