



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

June 3, 2020
Zoom Virtual Meeting

I. Call to Order

Chair Reckhow called the meeting to order at 8:30 a.m.

Voting Members Present: Ellen Reckhow, Chair, Board of County Commissioners
Jillian Johnson, City Council
Elaine Hyman, Planning Commission
Brenda Howerton, Board of County Commissioners
Wendy Jacobs, Board of County Commissioners
Charlie Reece, Vice Chair, City Council
Mark-Anthony Middleton, City Council

Voting Members Absent: None

Nonvoting Members Present: Patrick O. Young, AICP, Planning Director

Nonvoting Members Absent: Wendell Davis, County Manager
Thomas J. Bonfield, City Manager

Staff Present: Sara Young, AICP, Assistant Planning Director
Bryan Wardell, Senior Assistant County Attorney
Don O'Toole, Deputy City Attorney
Grace Smith, AICP, Planning Manager
Scott Whiteman, AICP, Planning Manager
Carl Kolosna, Senior Planner
Kayla Seibel, AICP, Senior Planner
Michael Stock, AICP, Senior Planner
Lisa Miller, AICP, Senior Planner
Brooke Ganser, Planner
Kelly Warring, Intern
Susan Cole, Administrative Specialist

1. Adjustments to the Agenda

None

2. Announcements

Charlie Reece announced that this was the first virtual JCCPC meeting.

3. 2020 Officer Elections

Motion: Chair Reckhow nominated Charlie Reece for Chair. (Jacobs 2nd)

Action: Motion approved, 6-0 (Hyman lost internet connection)

Motion: Chair Reece nominated Wendy Jacobs for Vice Chair. (Johnson 2nd)

Action: Motion carried, 7-0.

4. Approval of the Minutes from February 4, 2019

MOTION: Approve the minutes from February 4, 2020. (Middleton, Howerton 2nd)

ACTION: Motion carried, 5-0 (Reece and Middleton were not present at the February 4, 2020 meeting)

5. City and County Managers' Priority Items

None

6. 2019 Annual Reports

As required by the interlocal Cooperation Agreement stating that a yearly report will be presented the following board presented their annual reports.

a. Appearance Commission

Ms. Seibel presented the 2019 Appearance Commission Annual Report. Reasons for the turnover rate in membership were discussed, with staff noting that there did not appear to be a single reason responsible for resignations, and that many were due to personal reasons or circumstances.

b. Board of Adjustment

Jacob Rogers presented the 2019 Board of Adjustment Annual Report. The attendance requirements were discussed.

c. Durham Open Space and Trails Commission

Dave Connelly presented the 2019 Durham Open Space and Trails Commissions Annual Report.

d. Historic Preservation Commission Annual Report

Katie Hamilton presented the 2019 Historic Preservation Commissions Annual Report. It was suggested that she speak with the Appearance Commission staff about the possibility of including a historic preservation award as part of the Golden Leaf Awards program.

e. Planning Commission Annual Report

Elaine Hyman presented the 2019 Planning Commission Annual Report, along with Grace Smith who updated the JCCPC on the past year's activities.

7. Comprehensive Plan Update

Scott Whiteman presented an overview of the Comprehensive Plan progress during the COVID pandemic. While in-person engagement events are paused, the team is experimenting with virtual and remote engagement techniques. Outreach meetings with different groups were held on March 5th, April 28th and May 12th. While decision-making is paused until in-person engagement can safely resume, an outline of plan tasks and priorities was shared and discussed, and will be guided by the themes garnered from the Listening and Learning sessions, even if the official plan goals have not been solidified.

8. FY21 Planning Department Work Program

Sara Young highlighted additions to the Work Program for the upcoming 2021 fiscal year.

Carl Kolosna is the department's open space planner and provided an update on the Flat River Open Space Plan and the Durham Natural Inventory update, providing a cost estimated and timeline for both. The JCCPC agreed that it was not appropriate to seek funding for either item under the current conditions.

Motion: Recommend approval. (Johnson, Middleton 2nd)

Action: Carried, 7-0.

9. Development Agreements

Michael Stock briefed the JCCPC that Development Agreements are an additional regulatory tool that can be used in conjunction with rezonings, or independently. While the prior prohibition on development agreements was taken out of the UDO previously, this amendment will make it clear that these types of agreements are expressly authorized. The consensus of JCCPC was to make this a priority and move it forward to the governing bodies.

Text Amendment was not available at this time when JCCPC met.

Jillian Johnson was not present during this item.

10. Virtual Neighborhood Meeting Guidelines

Sara Young discussed the legal requirements associated with applicants proposing Comprehensive Plan amendments, zoning map changes with traffic impact analyses, and conservation subdivisions having to hold a neighborhood meeting. Applicants have been unable to safely hold the required in-person meeting.

Staff is proposing an interim process to allow applicants to hold virtual neighborhood required meetings. Charlie Reece proposed a change which staff agreed with and will make prior to publicizing the interim guidelines.

11. Adjournment

The meeting adjourned at 12:18 p.m.

Respectfully Submitted,
Susan Cole, Administrative Specialist