

City of Durham
PLANNING COMMISSION MINUTES
February 2nd, 2021

1. CALL TO ORDER. Chair Goddard called the meeting to order at 7:35 p.m.

2. ROLL CALL. *Commissioners Present:* Chairman Brian Goddard, Vice Chair Krista Bailey, Commissioners Pat Saab, Joshua Drake and Susan Deeming
Commissioners Absent: Commissioners Gary Paul and Matt Winkler
Staff Present: City Administrator Linda Tate and Administrative Assistant Emily Baker

3. PLANNING COMMISSION MINUTES. Commissioner Saab moved to adopt the minutes of the January 5, 2021 meeting. Chair Goddard seconded the meeting. The vote was unanimous (7-0). **MO 020221-1**

4. PUBLIC FORUM. None.

5. DRAFTS FOR COMPREHENSIVE PLAN UPDATE GOALS 5, 6, 7, & 8. Tate provided the Commissioners with the updated Comprehensive Plans Goals with the edits that had been discussed by the Planning Commission over the last year. Tate said this is not the final draft but she wanted them to go over what they have done before they start the next sections. Commissioner Deeming suggested some grammatical changes to the goals.

Commissioner Bailey asked about where they were in the review process for the Plan. Tate said she wasn't sure because the next goals are a little more complicated than the ones they have done already. Commissioner Bailey said that the next Goals look like they are going to be a little more interesting. She also asked if the Council is involved at this stage of the process. Tate said she has been keeping them up to date with the drafts the Planning Commission has been working on, but they have not made any comments.

6. POTENTIAL DISCUSSION ON TREE PRESERVATION ORDINANCE AND ITS PROCESS AND FINDINGS. Tate wanted to go over the process and findings for the type 2 process and provided the Commissioners with a guideline for findings. She said the Planning Commission has to follow certain criteria when they are going through their findings. She added that they can add relevant information to their findings, but they have to say what their finding is and why they made that finding for each criteria, even if it is not applicable.

Commissioner Deeming said the tree removal they heard at the last meeting gave her a good reference point for moving forward. Commissioner Bailey said the process they are using was recently implemented and that the last meeting was a little more complicated than past removals they have seen. Chair Goddard added that the last meeting was also difficult because the applicants kept speaking as the Commissioners were trying to deliberate. Commissioner Deeming asked if the applicants should be in the part of the meeting when the Commissioners deliberate on their findings. Chair Goddard said that they are allowed to be there and he would have a hard time asking people to leave for that portion of the meeting and that, for the most part, people are pretty understanding about the process. Commissioner Bailey added that having the last tree removal in a virtual format made it more difficult because there was a lack of cadence to the meeting. She added that they should be clear with the applicant what step of the process they are in as well as have a thoughtful discussion about findings before finalizing what the findings are. Commissioner Bailey suggested that the applicants should see a copy of the packets the Planning Commission is looking at so they know where the Commissioners are in

the process. Commissioner Drake asked if Tate will continue to provide the packet and findings in the format she did last time. Tate said she always gives the Commissioners her staff report with the criteria points and the facts and analysis, which is supplied by a narrative statement from the applicant. She added that she will provide the Planning Commissioners with the next staff report as soon as it is done so they have time to review it. Tate also added that the Commissioners can disagree with what the applicant states for fact and analysis with each criteria.

Chair Goddard asked about the removal from the last meeting. Tate said there were no appeals and the applicants have their permits. Commissioner Drake asked about the tree removal coming up and if the repair of the sidewalk will be part of the tree removal. Tate said he can bring that up to the applicants at the meeting. Tate gave an overview of another tree removal permit that may be coming up in front of the Planning Commission.

7. COMMISSIONER COMMENTS / REPORTS / STAFF UPDATES. None.

8. ADJOURN. Chair Goddard adjourned the meeting at 8:26 p.m.

Approved: _____
Brian Goddard, Chair

Attest: _____
Linda Tate, City Administrator