

City of Durham
PLANNING COMMISSION MINUTES
March 1st, 2022

1. **CALL TO ORDER.** Commissioner Joshua Drake called the meeting to order at 7:30 p.m.
2. **ROLL CALL.** *Commissioners Present:* Commissioners Pat Saab, Gary Paul, Joshua Drake, Susan Deeming.
Commissioners absent: Chairman Brian Goddard, Commissioners Krista Bailey, Matt Winkler
Staff: City Administrator Linda Tate, Administrative Assistant Michalene Tomczyk, City Planner Keith Liden
3. **SELECTION OF CHAIR AND VICE CHAIR FOR 2022.** Commissioner Drake moved to delay the vote one month due to the absence of Chairman Goddard and Vice Chair Bailey. Commissioner Saab seconded the motion. The vote unanimously passed (4-0). **MO 030122-1**
4. **PLANNING COMMISSION MINUTES.** Commissioner Deeming moved to approve the minutes from the December 7, 2021 meeting. Commissioner Paul seconded the motion. The vote unanimously passed (4-0). **MO 030122-2**
3. **WORK SESSION MINUTES.** Commissioner Saab moved to approve the minutes from the February 22, 2022 work session. Commissioner Paul seconded the motion. The vote unanimously passed (4-0). **MO 030122-3**
4. **PUBLIC FORUM.** None.
5. **SIGN PERMIT APPLICATION. 17400 Upper Boones Ferry Rd, Permit 462-22**
JC Nelson was welcomed to the Zoom meeting to answer any questions the Commission had about the sign permit. Commissioner Drake asked if the sign was one piece of plastic. Nelson said the sign is individual lettering and would be the same as the old sign. Commissioner Deeming moved to approve the sign permit. Commissioner Saab seconded the motion. The vote unanimously passed (4-0). **MO 030122-4**
6. **DISCUSSION OF OPTIONS FOR MIDDLE HOUSING CHANGES TO DEVELOPMENT CODE.**
Commissioner Drake noted there were four questions presented in the February 22, 2022 work session left to the group to ponder and to decide on by March 2.
 - *Should Durham encourage Cottage Clusters by reducing the minimum to 3?*
Commissioner Drake asked if the group thought Durham should go with 3 or stay with standard 4 units. Commissioner Deeming said she had questions about all four of the housing questions as they relate to conversion of lots. A duplex or ADU makes sense to her but she does not see how a triplex or quadplex would fit on a 10,000 sq. ft. lot that already has a primary dwelling on it. Should we consider a minimum and maximum number? Should we limit or encourage the larger middle housing go on larger lots? She is also concerned about the structure height and thinks it would look odd to have two story build out units with a single story original dwelling on a lot. Should we consider the floor area ratio as Tualatin is doing with their code revisions as a way to encourage smaller units on smaller lots? Commissioner Drake agrees with Deeming's concerns. There are things that could be put into the code like a minimum of 4 units and 35% lot coverage. Commissioner Drake thinks we do not have the land in Durham for larger builds. Drake is not familiar with the floor area ratios but felt lot coverage percentage is a good way to control what happens on each lot.

The general consensus was that the Commissioners want to keep the developed lots and the look of the Durham neighborhoods the same. Cluster cottages should be built on undeveloped lots, like on Peters Road where there are large, empty lots. It is recommended by the Commission to go with the standard 4 units per lot.

- *Should Durham allow duplexes, triplexes, and quadplexes to be detached?*
Commissioner Deeming said Afton Commons looks good. It is primarily an attached townhouse development. When the poll was taken at the work session meeting on this topic, the group voted 60% for attached units. A discussion ensued about trees and limiting the number of trees that would be taken down if detached vs. attached buildings were put in. With many of the trees along the rear of the lots in Durham, there may be fewer trees removed if units are attached. The consensus was to only allow attached units.
- *Should Durham allow Accessory Dwelling Units (ADUs) to be detached?*
It was noted that there are CC&Rs in most of the neighborhoods, one of which only allows one home on each lot. If an ADU were detached it would go against this CC&R. City Planner Liden said CC&Rs can create cases for making decisions conforming to the CC&Rs. The response from the Commission was 3-1 for attached ADUs.
- *Should Durham incorporate either of the following into their zoning code?*
 - a) *Lot coverage limitation, i.e. maximum 35% lot coverage*
 - b) *Height limitation along setbacks*Commissioner Paul recommended Durham incorporate both the percentage lot coverage and height limitations in the zoning code. The exact ratio and height can be addressed with Urbsworks but there was agreement amongst the Commission to add limitations to keep the appearance of Durham as it is today. Administrator Tate mentioned the newly approved PRD, Durham Heights, and expressed concern this may affect their plans. Liden recommended bringing the developer into the discussion.

5. COMMISSIONER COMMENTS/REPORTS/STAFF UPDATES.

City Administrator Tate asked if the Planning Commission wanted to hold Zoom or in person meetings starting April. The decision was unanimous to meet in person.

Commissioner Deeming asked Tate how the infrastructure for Durham will be addressed with the changes to code. Tate said historically the developer is responsible for putting in the infrastructure. Peters Road is an example of a road that will need improvement in the future.

- 6. ADJOURN.** Commissioner Saab moved to adjourn and Commissioner Paul seconded to adjourn the meeting at 8:45 p.m. **MO 030122-5**

Approved: _____
Brian Goddard, Chair

Attest: _____
Linda Tate, City Administrator