

**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**June 7, 2022**

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1. **CALL TO ORDER.** Chairman Joshua Drake called the zoom meeting to order at 7:30 p.m.
2. **ROLL CALL.** *Commissioners present:* Joshua Drake, Pat Saab, Gary Paul, and Susan Deeming.  
*Commissioners absent:* Krista Bailey, Brian Goddard, and Matt Winkler  
*Staff present:* City Administrator Linda Tate  
*Also present:* JC with Meyer Sign Co.
3. **PLANNING COMMISSION MINUTES.** Commissioner Saab moved to approve the minutes from the May 3, 2022 meeting. Commissioner Paul seconded the motion. The vote unanimously passed (4-0). **MO 060722-1**
4. **PUBLIC FORUM.** None.
5. **SIGN PERMIT APPLICATION** – 17400 Upper Boones Ferry Rd, Suite 290, Permit 463-22. Tate presented the sign application and stated that it fit the dimensional requirements of the Land Use Code. Drake stated that he looked at the neighboring signs in the office development and the new design fits in well. Paul commented that the rendering looks similar to the sign next door to this new location. JC responded that they copied the style of that sign to fit in. Deeming stated that she looked at all of the signs and feels that the proposed sign fits in well and she has no issues with it. Deeming moved to approve the sign permit. The motion was second by Saab and passed unanimously (4-0). **MO 060722-2**
6. **COMMISSIONER COMMENTS/REPORTS/STAFF UPDATES.**  
Paul asked for an update on the Council's actions on the middle housing changes to the Land Use Code. Tate replied that the Council made no changes to the draft that the Planning Commission recommended and had the first reading of the ordinance to make the changes. Deeming asked for clarification on the "first reading" and Tate explained.  
  
Drake asked for an update on the previous noise issue at an office park and the request for a tree removal near that location. Tate replied that the tree removal application was voided because it was never completed and the noise issue has been resolved.  
  
Deeming asked for an update on the Durham Heights Planned Residential Development and the neighboring lot. Tate responded that sale of the land for the Durham Heights PRD has not been completed yet but the neighboring property did sell. There will be discussion in the near future about the plans for the streets but nothing is scheduled yet. Deeming asked if the street name the Planning Commission recommended had been accepted, and Tate responded that she had no updates on the street names.  
  
Deeming asked about Findlay Road and Tate replied that she had no information that anything was being done on that Road.
7. **ADJOURN.** Commissioner Paul moved to adjourn and Saab seconded the motion. The meeting was adjourned at 7:50 p.m. **MO 060722-3**

Approved: \_\_\_\_\_  
**Joshua Drake, Chair**

Attest: \_\_\_\_\_  
**Linda Tate, City Administrator**