



**City of Durham**  
**PLANNING COMMISSION MINUTES**  
**January 2, 2024**

---

1. **CALL TO ORDER.** Chair Susan Deeming called the meeting to order at 7:33 p.m.
2. **ROLL CALL.** *Commissioners Present:* Chair Susan Deeming, Vice Chair Brian Goddard, Commissioners Pat Saab (Zoom), Gary Paul, Krista Bailey (Zoom), and Cheri Frazell  
*Commissioners Absent:* Commissioner Matt Winkler  
*Staff Present:* City Administrator Jordan Parente and Administrative Assistant Becky Morinishi  
*Public:* David Streicher, Resident of SW Peters Road; Gwendolyn Tanousek, Resident of SW Rivendell Drive; Ken Allen of Durham Land Holdings.
3. **PLANNING COMMISSIONERS' 4-YEAR REAPPOINTMENT BY CITY COUNCIL.** City Administrator Parente congratulated Commissioners Susan Deeming and Matt Winkler on being reappointed to additional 4-year terms by City Council at the December 19, 2023 City Council meeting.
4. **PLANNING COMMISSION MINUTES.** Commissioner Paul moved to approve the minutes from the November 7, 2023 meeting. Vice Chair Goddard seconded the motion. The vote passed unanimously (6-0).

**MO 010224-1**

5. **PUBLIC FORUM.** None
6. **SELECTION OF CHAIR AND VICE CHAIR FOR 2024.** Commissioner Goddard nominated Chair Deeming to continue as Planning Commission Chair for 2024. Commissioner Paul seconded the motion. The vote passed unanimously (6-0).

**MO 010224-2**

Commissioner Paul nominated Vice Chair Goddard to continue serving as Vice Chair for 2024. Commissioner Frazell seconded the motion. The vote passed unanimously (6-0).

**MO 010224-3**

7. **ROAD NAMING FOR DURHAM HEIGHTS.** The Planning Commission discussed name suggestions for two private drives in the new Durham Heights development. Ken Allen of Durham Land Holdings stated that he has no personal preference, but would like to get a list to Washington County for approval as soon as possible. Durham resident, Gwendolyn Janousek, read a letter to the Commission suggesting the street name Owlet Terrace. Ms. Janousek said she likes the name because it honors the owls who currently live there and thinks that the City of Durham should have street names that honor the spirit of the city. Chair Deeming thanked Ms. Janousek for her suggestion. The Council discussed various options, including names suggested by Durham resident, Linda Tate. In a letter addressed to the Commission, Ms. Tate suggested naming the streets after the animals that lived there, and also recommended considering names from Durham's history. Commissioner Goddard moved to put the following names forward to the County: Owlet Terrace, Deer Terrace, Fawn Terrace, Yearling Terrace, Owl Terrace, Mill Terrace, and Station Terrace. Commissioner Paul seconded the motion. The vote passed unanimously (6-0).

**MO 010224-4**

8. **COMMISSIONER COMMENTS/REPORTS/STAFF UPDATES.** Chair Deeming informed the Commission about a Planning Commissioner training opportunity on February 1<sup>st</sup>, 2024, with the American Planning Association (APA).

City Administrator Parente updated the Commission on David Weekley Homes' request to have a sales trailer on site at Durham Heights once the streets are paved. Mr. Parente added that City staff has been researching what has been allowed for sales trailers in Durham in the past and is using that information to inform the requirements for David Weekley Homes. Mr. Parente added that, in the past, sales trailers have been addressed in the neighborhood Home Owner Association's Declarations of Covenants, Conditions, and Restrictions (CC&Rs), which David Weekley has not yet provided. Vice Chair Goddard asked where the sales trailer will be located on the property and what the projected timeline is for homes to go on sale. Mr. Allen answered that the sales trailer will be set on lot 35, right off the first terrace, in about 3 to 4 months. Depending on how building goes, homes will start being offered for sale in May or June. Mr. Parente added that the City needs assurances from David Weekley Homes regarding pedestrian safety and that a traffic plan will be in place since members of the public will be visiting the sales trailer during active construction.

Chair Deeming asked if the sales trailer will be visible from Upper Boones Ferry Road. Mr. Allen responded that it will be visible, but they will make sure it looks nice. Commissioner Goddard asked if there has been much interest from the public on the job site. Mr. Allen said people have not come to the site, but much of that is done online now. Mr. Parente added that there have been a few people who have come in to City Hall to look at the site maps.

9. **ADJOURN.** Chair Deeming adjourned the meeting at 8:14 pm.

Approved: \_\_\_\_\_

**Susan Deeming, Chair**

Attest: \_\_\_\_\_

**Jordan Parente, City Administrator**