



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

February 4, 2026

Committee Room, 101 City Hall Plaza

1. Call to Order

Chair Baker called the meeting to order at 9:30 a.m.

a. Roll Call

Voting Members Present:

Nate Baker, Chair, City Council
Shanetta Burris, City Council
Michelle Burton, Board of County Commissioners
Sarah Chagaris, Planning Commission Chair
Wendy Jacobs, Board of County Commissioners
Matt Kopac, City Council
Stephen Valentine, Board of County Commissioners

Voting Members Absent:

Dr. Mike Lee, Vice Chair, Board of County Commissioners
Javiera Caballero, Mayor Pro Tempore

Nonvoting Members Present:

Sara Young, Planning & Development Director

Nonvoting Members Absent:

Claudia Hager, County Manager
Bo Ferguson, City Manager

Staff Present:

Curtis Massey, Deputy County Attorney
Aarin Miles, Senior Assistant City Attorney
Bo Dobrzanski, Assistant Planning & Development Director
Aaron Cain, Senior Planning Manager
Scott Whiteman, Senior Planning Manager
Karla Rosenberg, Principal Planner
Robin Schultze, Principal Planner / Arborist
Leigha Larkins, Senior Planner
Austin Bowman, Senior Planner, Parks & Recreation
Jai Butts, Planner
Chris Peterson, Senior Business Systems Analyst
Sarah Voran, Public Information & Communications Analyst
Joanne Gordon, Clerk

b. Adjustments to the Agenda – None

2. Announcements - None

3. Approval of the Minutes:

MOTION: To approve the minutes from January 7, 2026 (Jacobs/Valentine 2nd)

ACTION: Carried, 6-0 (Burton not yet present)

4. City and County Managers' Priority Items – None

5. **2025 Board of Adjustment (BOA) Annual Report**
Chad Meadows presented the Board of Adjustments 2025 Annual Report.
6. **2025 Planning Commission (PC) Annual Report**
Aaron Cain presented the Planning Commission's 2025 Annual Report.
7. **2025 Durham Open Space and Trails (DOST) Annual Report**
Jai Butts introduced himself as the staff liaison for the Durham Open Space & Trails Commission and turned it over to the Chair, Deborah Luecken, to present the Durham Open Space and Trails Commission 2025 Annual Report.
8. **2025 Historic Preservation Commission (HPC) Annual Report**
Karla Rosenberg and Alva Horton presented the Historical Preservation Commission 2025 Annual Report.
9. **Open Space Plan Introduction**
Jai Butts opened the presentation explaining the purpose of the plan and how the plan will review all the existing open space plans. He informed the board about the pre-planning and RFP schedule along with announcing the selected consultant: Agency Landscape + Planning. A breakdown of the main priorities of the project was provided, which focus on land acquisition, land preservation, land conservation and review of existing open space plans. The four phases of the project are: 1) Kickoff and Evaluation 2) Envision the Future 3) Community Engagement & Document Creation 4) Plan Adoption and Ongoing Support.
10. **New UDO Update**
Robin Schultze presented an update to the new UDO (newly named Land Development Code, or LDC) project regarding a non-exhaustive list of changes that have been made to the draft, as well as updates to planned developments and the retention of development plans. Staff received direction to retain all development plans associated with a Planned Development Residential (PDR) zoning map change request submitted on, or after, January 1, 2015. Additionally, staff were provided direction from JCCPC members to seek property owner consent for previously approved development plans with proffered affordable housing commitments associated with non-PDR zoning map changes in order to retain those commitments wherever possible.
11. **FY27 Work Program**
Sara Young presented the FY 2027 Work Program to committee members, sharing which projects are expected to carry over from the current work program and a number of newly proposed projects as outlined in the memo. No additional suggestions or requests were made for inclusion in the FY27 Work Program.
12. **New Business/Other Business - None**
13. **Adjournment**
The meeting was adjourned at 12:32 p.m.

Respectfully Submitted,
Joanne Gordon, Clerk