



JOINT CITY-COUNTY PLANNING COMMITTEE

APPROVED MINUTES

January 7, 2026

Committee Room, 101 City Hall Plaza

1. Call to Order

Vice Chair Baker called the meeting to order at 9:31 a.m.

a. Roll Call

Voting Members Present: Wendy Jacobs, Chair, Board of County Commissioners
Nate Baker, Vice Chair, City Council
Javiera Caballero, Mayor Pro Tempore
Sarah Chagaris, Planning Commission Chair
Matt Kopac (alternate)
Dr. Mike Lee, Board of County Commissioners
Stephen Valentine, Board of County Commissioners

Voting Members Absent: Michelle Burton, Board of County Commissioners (alternate)

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
Earlene Thomas, Assistant Planning & Development Director
Scott Whiteman, Senior Planning Manager
Robin Schultze, Principal Planner
Lisa Miller, Principal Planner
Austin Bowman, Senior Planner, Parks & Recreation
Jai Butts, Planner
Chris Peterson, Sr. Business Systems Analyst
Joanne Gordon, Clerk

b. Adjustments to the Agenda – None

2. Announcements

Vice Chair welcomed new JCCPC member, Matt Kopac, to the committee.

Sara Young introduced the new Assistant Planning & Development Director, Earlene Thomas, to committee members.

3. Approval of the Minutes:

MOTION: To approve the minutes from December 3, 2025 (Lee/Valentine 2nd)

ACTION: Carried, 5–0 (Caballero, Jacobs not yet present)

4. City and County Managers’ Priority Items – None

5. Election of Officers

MOTION: To nominate Nate Baker to Chair (Valentine, Lee 2nd)

ACTION: Carried 5-0 (Caballero, Jacobs not yet present)

MOTION: To nominate Dr. Mike Lee as Vice Chair (Valentine, Kopac 2nd)

ACTION: Carried 5-0 (Caballero, Jacobs not yet present)

6. Access to Parks, Open Space, Trails and Recreation

Jai Butts opened the presentation explaining that the origin of this presentation is the following policy in the Comprehensive Plan:

Policy 103: Ensure that all residents living with the Urban Growth Boundary are within a safe ten-minute walking distance of public parkland.

In addition to this policy the Comprehensive Plan includes a specific implementation item on this topic, Action 13, which reads:

For policy 103, work with Durham Parks and Recreation to define/complete the following:

- *What qualifies as public parkland*
- *Criteria for a safe ten-minute walk*
- *Create a public parkland walkshed map*

Jai Butts then handed off the presentation to Austin Bowman, who provided an in-depth breakdown of how the research was conducted for this implementation item. Bowman spoke about how the Durham Parks & Recreation Department (DPR) reviewed and compared the 2023 Comprehensive Plan and DPR’s System Comprehensive Plan to create a definition of “public parkland” for this policy as both plans are being implemented.

7. New UDO Update

Bo Dobrzanski and Lisa Miller presented updates to the committee on the new UDO project. These updates included a project timeline through adoption, as well as updates on engagement and the remaining administrative content in the ordinance. The committee discussed the schedule at length, including coordination with the Planning Commission to meet the timeline and strategies to prepare now for the upcoming hearings to help expedite conversations at that time. The goal is to have the ordinance adopted before the end of the fiscal year.

8. New Business/Other Business

Commissioner Jacobs asked staff to get the UDO updates out to the Planning Commission as soon as possible, requesting that Planning Commission focus their March meeting on the UDO Updates, to enable review and feedback before the April 22, 2026, Joint City Council, Board of Commissioners public hearing on the new UDO.

9. Adjournment

The meeting was adjourned at 11:17 a.m.

Respectfully Submitted,
Joanne Gordon, Clerk