Staff Technical Team Meeting Notes and Agenda

Date: July 23, 2021

Time: 10:30-12:00pm

Location: Zoom Virtual Meeting

Welcome and Introductions

- Twenty-five Staff Technical Team members and six members of the Comprehensive Plan staff were present.
- Chat Icebreaker: What superhero would you be for a week?

Update on the Comprehensive Plan and Upcoming Work for the STT

- Guiding Discussion Questions:
  - What questions do you have about the different the pieces of the Comprehensive Plan work?
  - Do you have any questions about the Staff Technical Team's role moving forward with the plan or with the Policy Working Groups?
- Questions and Discussion Notes:
  - Who is preparing the Community Goals and Objectives Report Card?
    - Planning staff will most likely prepare the Comprehensive Plan Report Card, however, this aspect of the Plan will be more fully developed later on in the process.
  - Is Wheels in the SEDFA area?
    - No, the area is east of Wheels, east of Sherron Rd.
  - Can you explain the Place Type Map again?
    - Staff talked through how the Place Types will replace the Future Land Use Map designations and the Place Type map will be used in zoning and annexation requests. The current Future Land Use Map designations do not provide much information about what to expect in places, so the new Place Types are trying to get at more of the character of places than the current designations. Staff also discussed two examples of Place Types that help get at the goals and objectives – mixed residential and full service neighborhoods - which get at the need for neighborhoods have different kinds of housing to accommodate different needs and improving residents' access to daily needs. It was also mentioned that greater detail in Place Types will help our service delivery planning for things like water, sewer, fire, EMS, etc.
  - Will these place types relate back to zoning?
    - Yes, they will relate to either existing zoning or help us understand where we need to revise or create new zoning districts. Place types are intended to be more user friendly and help better reflect what residents have said they want to see in the community.

- o I'd like to get a better sense of what the outputs of the policy working groups should/will be.
    - ▪ The outcome of the working groups will be draft policies that will be brought out for community-wide engagement for input and revisions. These working groups will focus on initial policy development, but may also brainstorm metrics that could be included in the report card (though that will not be the focus). The policy working groups are just the beginning of the process for getting to final policies and there will be multiple opportunities for residents and organization to help shape policies throughout the remainder of the work creating the new plan.
- o Are the working groups determining the metrics that will be included in the Community Goals and Objectives Report Card?
    - ▪ Yes, the policy working groups will have a role in brainstorming appropriate metrics for the plan; however, the metrics will be a smaller component of the PWG nearer to the end of their work together.
- o Do we have a sense of how many different Place Types we're going to have?
    - ▪ There will be about 20 different Place Types.
- o I would like more detail about the Place Type Guide and Place Type Map.
    - ▪ The Place Type Guide describes what different places are or should be in the future and the Place Type Map shows where the Place Types are applied in Durham County. The guide is like a key to use to understand the map.
- o Are community members going to be part of the policy groups as well?
    - ▪ Yes! Often in long-range plans, work is conducted in a black box where staff come up with policies internally and then share them out with the community. Our team wants a more transparent approach from the beginning and to include residents early on.
- o Will the Place Type Map be available in a way that is easy for residents to understand? Will it be presented through something like ArcGIS? An easy, searchable tool would be helpful.
    - ▪ Yes, Social Pinpoint, our digital engagement tool, has a robust interactive map platform that our team will use. Social Pinpoint can interface with arcGIS data and platforms. We'll share out what we are using for the Southeast Durham Focus area as a preview to what's the come for the larger plan. The platform allows a user to look at the Place Type data, but also other data layers such a bus routes or floodplains can be overlaid.
- o For Housing and Neighborhoods, we should think about whether and how we engage existing advisory groups - for CDD, that would include Citizens Advisory Council and Affordable Housing Investment Committee (also CAHT). We have an infrastructure of advisory groups – are we trying to pull from those groups? Cross representation?
    - ▪ We have invited folks from Durham Boards, Commissions, and Committees to participate in Policy Working Groups. In addition, if you have suggestions of specific people of boards we should try to include, please share that information with the Comprehensive Plan team.
- o How will the work be shared across groups? from the Spanish-language, youth, etc.

- Our team is still working through the logistics of this and we are open to ideas. We will have a Planning Department staff person on each group that could assist with that communication flow. The team is working through the detailed logistics now and trying to streamline as much as possible.
- How will young people be involved and what ages?
  - We'll be working with the Office on Youth to develop this group and invite participation.
- Would it be helpful for everyone if Planning staff gave a quick background on why the Southeast Durham Focus Area is being studied in advance of the rest of the Comprehensive Plan?
  - Staff described the investment that the City has made in the Southeast regional lift station. That has drawn about 3500 newly built units and 3500 more approved in the pipeline. However, there are many other City and County services that have lagged behind. City Council and Planning Commission have a lot of frustration with the lack of guidance from the previous Comprehensive Plan and the current City Council has very different priorities than were had in 2005. So, they have asked us to accelerate the planning process for this part of town to have some interim guidance to help make decisions until the full Comprehensive Plan is completed and adopted.
- What is the decision-making chain? After the groups develop draft policies, who reviews next? If there is anyway to streamline the metrics with other measures (e.g. sustainability roadmap, strategic plan), that would be super helpful!
  - The Policy Working Groups are drafting policies for sharing during engagement with the larger community. This intentional and transparent process will start the development of the policy drafts and then staff will bring the drafts to the rest of the community to revise policies after each round of engagement. The final approval of the policies would go through formal adoption with the Planning Commission, City Council, and Board of County Commissioners as part of the overall plan.
- Are the 7 working groups supposed to cover the whole range of policies developed in the plan?
  - Yes – that is the intent.
- Are equity tools and considerations already built into the policy development process or would that be up to the workgroups to use/develop?
  - Our team is focused on the equitable composition of the groups to include folks that have not been included in the past and we have worked really hard with Goals and Objectives to really center equity. These policies are going to be how we take those Goals and Objectives and actualize them.
- Thinking about unintended consequences, what if a policy increases gentrification, is that included in the policy groups as well?
  - Conversations around potential unintended consequences will likely be part of these groups, but we don't have an specific tool to ensure those discussions happen. However, we can look at how to build that into discussions. Equity measures in the Report Card will also help to make sure we measure that. We

will work with residents to come up with policy drafts and then engage the community to learn what we're missing. Staff share an example of where our words and intent did not align in drafting the objectives (the integrated housing objective – we were going for something and didn't quite get it right, but resident input helped us refine).

- o It sounded like the committees were limited to 10 members with 5 from the community. Is that right? Why limit the community members to 5?
    - That is not a hard and fast rule, but just some guidelines for balancing staff and community perspectives in the groups and managing overall group size. We want to make sure the groups bring diverse perspectives together. It's likely that not everyone interested will be able to participate, but the working groups are just the beginning of the work to develop policies – the community will have significant opportunities to shape and add to the policies.
- o The Policy Working Groups main goal is to produce policies. This may be a task with different meanings to different folks, revising the Economic Development policy for the county was significant, is there guidance on the scope of what policies may look like, examples we can share?
    - We will be sharing example policies and we also got a lot of ideas for policies in engagement so far that we've pulled together for all the groups. Additionally, these policies will be a lot shorter than the County's Economic Development policy. We're talking about sentences not pages and expect it shouldn't be a huge leap from the Community Goals and Objectives to the policy drafts.
- o What is the relationship between focus areas and working groups or STT? Is it just informational?
    - There will be overlap from Bragtown work and policy groups as we come up with potential policy ideas from working together with Bragtown residents. The South East Durham Focus Area is mostly done - we've been working closely with departments most impacted and welcome feedback from all staff on these interim recommendations.
- o Is there a Planning staff team leader for each of the working groups?
    - Yes! One of us will be a resource person for each group.
- o An idea for the future: maybe a space for us to collaborate could be sharing out from each working group, when they have draft policies. that would fit into our goals of helping community members understand how the city works. like a zoom call to share out at the beginning of the wider engagement period.
- o Both the City and County use the GARE equity tool and that should be considered here. Maybe there can be a training for work groups on that GARE tool.
- o Comment about the working groups – respect the balance to try and include groups and individuals that haven't been included in the past, but there is a challenge of bringing people in. If we have a set size, we might exclude other groups or individuals who have been really involved with planning. It would benefit us to have citizens who understand all this already. Having some folks like that still involved while broadening the circle is a challenge. There is someone who has worked on policies in the past and hasn't been

asked to join. Staff will reach out to discuss specific requests to join the working groups with anyone who raised that question today.

- o I'm guessing the people that are already working with planning on policies- they will be represented in those rooms through those discussions. It's probably a dedicated space for the policy development, but they will be influenced by the existing advocacy groups, Board of County Commissioners, etc. Those groups are already getting access to staff, so the Policy Working Groups will not work in a vacuum, people who may not be on other boards and commissions will be at the table since they aren't getting heard in these other spaces. It may be a question of how to have transparency of discussions in Policy Working Groups to ensure other boards feel they are being heard.
- o Engagement in October will be reacting to drafts but also opportunities to share additional ideas. Policy Working Groups are just a way to start with a group of voices that is more reflective of the community and they act as an intentional space to transparently develop policies.
- o For the folks involved but not traditionally involved, what kind of training or support, will be provided? Example -what's legal what's not, what are the parameters?
    - Staff resource persons will help to provide this information during meetings if questions arise. There will also be background information provided to the groups about policies to help get the conversation started. Lastly, there will be two Question and Answer sessions where anyone invited to a Policy Working Group can attend and ask our team questions before the initial meeting in late August.
- o If you can turn the main questions on this call into FAQs, that will be helpful for other staff and residents to understand this next phase.
- o Your friendly attorney is always happy to assist!

Next Steps

- Notes from this meeting will be shared back out with this group in the next couple of days.
- Policy Working Groups will begin in late August. There will also be a couple of Q&A open sessions where you can join and ask our team questions you may have about the groups about a week or so before the meeting.
- Please reach out if you have any questions, comments, or suggestions for our team.
- Does anyone have announcements or last thoughts they would like to share with the group?
    - o Sign-up for community stories session for next Friday.
- Thank you!