

Board of Commissioners Committee Meeting Minutes Process



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Work Session Objectives

Review current
process of Committee
Meeting minutes
preparation and
approval

Commissioners
discuss and provide
feedback on preferred
format options



Background

On **February 17, 2020**, at the Great Government Committee of the Wake County Board of Commissioners, the Committee received a review of the board meeting minutes process and the value, use, rationale and constraints that guide the current process on the recording and creation of minutes.

GG Committee Feedback



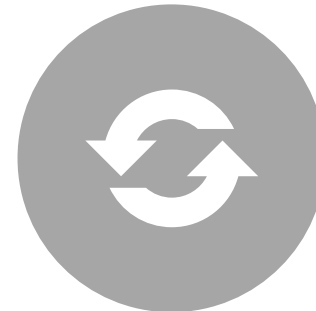
Current process of minutes too detailed/consider summary of minutes for Committee meetings



Current process requires additional staff preparation time



Current process requires additional Commissioner review time



No changes to the current process

Summary Minutes – Sample A

Agenda Item	Discussion, Conclusions, Recommendations	Action, Follow-up	Responsible Party	Due Date
III. Confirmation of Next Board Meeting	The May 22 Board meeting will be held at 220 Swinburne Building, 7:30 a.m. – 10 a.m.	N/A		
IV. Objections/Oral Arguments on Dangerous Dog Decision Mr. Bryan Batton, Assistant County Attorney Dr. Dave Filipowski, Board Chair Ms. Julie Sim, Appellant	<p>On March 14, 2008, a panel of Board members met to hear an appeal of Ms. Julie Sim from a dangerous dog classification for two of her animals. The panel, by unanimous decision, affirmed the decision to declare Ms. Sim's two dogs as dangerous.</p> <p>As allowed by the Appeal Procedures, Ms. Sim filed oral argument before the full Board. Oral argument is limited to thirty minutes per party, and no new evidence is allowed.</p> <p>The Board received in their packet, findings of fact, the conclusions of law, Ms. Sim's letter dated March 24 filing for oral argument, the March 14 hearing transcript, exhibits and the appeal procedures.</p> <p>Specific Action: After review of the record and oral argument presented to the Board, the Board shall issue a binding written decision adopting, modifying or reversing the proposal of the hearing panel. The Board shall notify all parties of their decision. The decision shall contain a concise statement of the reasons for the decision.</p> <p>Recommendation: The Board moved to adopt the hearing panel's recommendation by vote: 4 in favor; 3 abstain; 2 nays. The three members of the hearing panel were not allowed to vote.</p> <p>Further, the Board recommended that the appeal procedures adopted March 28, 2002, be reviewed/modified to eliminate either the panel hearing or the full Board oral argument.</p> <p>Consequences:</p> <ol style="list-style-type: none"> 1. Appellant may appeal to state court (appeal procedures). 2. Wake County Animal Control Ordinance (Section 2-3-12) excerpt: <ul style="list-style-type: none"> • The animals are not put down and strict liability is not attached. • Owner must restrain or confine dangerous dogs. • Owner must post plainly visible dangerous warning sign upon the secure enclosure. • Owner shall have 30 days from the date of notification to provide a humane, secure enclosure. The animals deemed dangerous shall be under constant restraint on the owner's property during this period. • Animals must be spayed/neutered. <p>There are other ramifications if the owner does not comply.</p>	Adopted the Hearing Panel's Recommendation to declare two dogs as dangerous.		

Summary Minutes – Sample B

Item 17-23 TCZ-1-19 – 5001 Spring Forest Road (7/2/19)

This item was referred to the Growth and Natural Resources (GNR) Committee at the July 2, 2019 City Council meeting. The following information was contained in the agenda packet:

The petitioner proposes to amend the conditions associated with zoning case, Z-47-08, as approved in Ordinance (2009) 607 ZC 639 (Effective June 16, 2009) and Ordinance 523 ZC 721 as part of UDO. The property, 5001 Spring Forest Road, is 11.2-acres and is currently zoned CX-3-PK conditional. The Planning Commission reviewed this request on June 11, 2019, and unanimously recommended approval.

Allowing these amended conditions would allow development of housing on the property and make the conditions consistent with the City of Raleigh UDO. The amended conditions are as follows:

Planning Manager Mark Holland presented the item with the assistance of a PowerPoint including the following information he explained further. He also distributed a handout which is attached to the agenda packet.

TCZ-1-19: 5001 Spring Forest Road

- Amend the conditions associated with zoning case, Z-47-08, as approved in Ordinance (2009) 607 ZC 639 (Effective June 16, 2009) and Ordinance 523 ZC 721 as part of UDO.
- This request was reviewed by the Planning Commission at their June 11, 2019, meeting and was unanimously recommended for approval.
- There are 19 zoning conditions that currently govern the two associated properties. These conditions generally regulate use, lighting, landscaping, density, building materials, and setbacks.
- The petitioner requests to modify the zoning conditions for the 11.2-acre property, which is zoned CX-3-PK conditional use and is located on the north side of Spring Forest Road, to allow for the development of housing as requested by the petitioner's request.

City Council Concerns

1. Proposed buffer, what it would look like, and how much of the existing tree line will be included.
2. Proposed number of housing units and term "reasonable number of units."
3. Proposed building placement.
4. Existing driveway and existing building.

Referencing the condition history document, Councilor Cox questioned why the condition that limited development with the 2009 traffic study was removed. Assistant City Planner Molly Stuart confirmed the condition was removed as it was not consistent with the 2009 traffic study and was not envisioned in 2009.

Molly Stuart, Attorney at Morningstar Law Group, 421 Fayetteville Street, confirmed the 2009 traffic study did not address the new proposed use and would create confusion with the current zoning condition limiting the number of units to 200 and a condition for a 100-foot total buffer from the property line. The first 70 feet would be a landscaped buffer with an additional 30 feet of buffer. The current condition relating to retail was retained since it does not carry issues with the proposed development.

Per questioning from Council Member Cox, Ms. Stuart discussed building materials and fencing materials, which would not be altered from what is currently allowed by Code. The Councilor also questioned the proposed use of the property and the proposed development.

Summarizing Minutes

Pros

- Provides a basic summary of minutes (the who, what, where, when, and why) of a committee meeting
- Requires less staff time for preparation of minutes
- Requires a quicker review by committee members

Cons

- Less detailed minutes – reducing full discussion held in meetings
- Difficult to perform record searches for citizens, staff, and commissioners (Average 2-3 requests a week)



Discussion

- Feedback from board members for consideration of changes to Committee Meeting minutes
- What methods do commissioners like
- What changes would you like to see
- Is there a committee meeting we should use as a test

Next Steps

Based on discussion of
Board of Commissioners

