



Date: February 9, 2026

To: Claudia O. Hager, County Manager
Through: Maurice Jones, Deputy County Manager
From: Sara M. Young, Planning & Development Director
Subject: 2025 Durham Planning Commission Annual Report

Executive Summary

Attached is the 2025 Annual Report for the Durham Planning Commission. This report highlights cases heard and acted upon by the Commission from January 1, 2025, through December 31, 2025.

Background

The Interlocal Agreement between the City of Durham and Durham County for the Planning & Development Department and Durham Planning Commission (DPC) requires that the Durham Planning Commission submit an annual report to both governing bodies. The attached report was prepared by the Chair of the Commission in consultation with Planning staff.

The Planning Commission reviewed 40 zoning cases, three amendments to the Unified Development Ordinance (UDO), six independent Place Type Map (PTM) changes, one set of amendments to policies of the Comprehensive Plan, and one small area plan. Of the 40 zoning cases, 19 involved a proposed annexation. The number of zoning cases is a 20 percent decrease from 2024. The number of UDO amendments is consistent with that heard in 2024; no PTM changes or small area plans were reviewed by the Planning Commission in 2024.

Issues & Analysis

A. Attendance and Membership

During 2024, all but two commissioners followed the attendance policy established in the Planning Commission Rules of Procedure, which were updated in April 2025 (see below). One of the noncompliant members resigned and the other's term ended in June, though he still remains on the commission per the interlocal agreement because his replacement has not been appointed.

At its April 8, 2025, meeting, the Planning Commission voted to amend its rules of procedure to reduce the number of meetings that could be missed in a 12-month period to three to better align with the current interlocal agreement. In addition, the changes to the Rules of Procedure (also to align with the interlocal agreement) allowing appointees whose terms have expired to continue serving until a replacement has been appointed, and codified that officer elections will be held in September, which is the current custom.

The Planning Commission had a quorum, which is eight members as stated in the Interlocal Agreement, for every meeting in 2025.

As of December 2025, the Planning Commission currently stands at twelve members, with two vacancies, both of which are County appointees. Commissioner Maclver graciously continues to

attend meetings, even though his term ended in June 2025, as his replacement has not yet been appointed. Planning & Development staff will continue to work with staff from the County Clerk's office to address these vacancies.

B. Annual Retreat

At the annual retreat on October 8, 2025, commissioners heard from a variety of presenters:

- Robin Schultze of Planning & Development provided an update on the development of the new Unified Development Ordinance (UDO);
- Jessica Dockery, Jennifer Buzun, Earlene Thomas, and Michael Stock of Planning & Development discussed the site plan, stormwater, transportation, and building permit review processes;
- Ryan Eaves and Jonathan McNeil of County Sedimentation and Erosion Control reviewed best practices and limits of S&E control; and
- City Attorney Kim Rehberg provided a legal and legislative update.

In addition to the presentations and discussions on these topics, the Planning Commission formed a working committee to work with staff on review of the new UDO.

C. UDO Review Committee

At its annual retreat the Planning Commission established a committee to work with staff on the development of the new UDO. Commissioners Czajkowski, Ritchie, and Wouk were assigned as regular members to the committee, with commissioners Capers and Neunkirchner as alternates. The committee met at least twice with staff in late 2025, and will continue to meet in 2026 in order to provide guidance to the rest of the Commission as it prepares to review the new UDO and make a recommendation to the governing boards.

Staff Contact

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Attachments

Attachment A: Chair's Report

Attachment B: 2025 Case Report

Attachment C: 2025 Attendance Report