



**Date:** November 24, 2025

**To:** Claudia Hager, County Manager

**Through:** Maurice Jones, Deputy County Manager

**From:** Sara M. Young, AICP, Planning & Development Director

**Subject:** City-County Appearance Commission Interlocal Agreement Amendment

### **Executive Summary**

The Durham City-County Appearance Commission and Planning staff have developed a proposal to add an expiration date to the Interlocal Agreement and move the work of the Commission to an as-needed task force model.

### **Recommendation**

To approve the amendment of the Durham City-County Appearance Commission Interlocal Agreement setting an expiration date of January 1, 2026.

### **Background**

The Durham City-County Appearance Commission is made up of 11 members: five are appointed by the City Council and six are appointed by the Board of County Commissioners. Its mission is to “cultivate visual appeal and recognize the benefits of good design, which enhance quality of life.” The City of Durham and Durham County have an Interlocal Agreement that establishes the creation, scope, duties, and administration of the Appearance Commission, which was renewed in 2023 (**Attachment B**). Over the past five years, frequent resignations and inconsistent attendance have made it difficult for the Commission to maintain quorum, meet regularly, or sustain progress on projects.

In February of 2025, staff and the Commission Chair presented the 2024 Annual Report detailing these issues and proposed to work with staff to come up with a path forward to continue work as a task force, rather than an official board or commission. **Attachment A** is a letter from the Chair with general information about moving forward, summary level survey results, and a proposal to terminate the Interlocal Agreement.

### **Issues**

Staff proposes an amendment to the Interlocal Agreement to set an expiration date of January 1, 2026. This would effectively terminate the agreement, contingent on an adopted amendment by the City Council and Board of County Commissioners (**Attachment C**).

### **Staff Contact**

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### **Attachments**

**Attachment A:** Letter from the Chair

**Attachment B:** Interlocal Agreement

**Attachment C:** Amendment and Termination of the Interlocal Agreement