



Date: February 9, 2026

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

Executive Summary

The Historic Preservation Commission (HPC) is required by the Interlocal Cooperation Agreement between the City of Durham and Durham County to submit an annual report to the governing bodies. The 2025 report is attached.

Background

The City and County of Durham, as part of their Certified Local Government (CLG) status, are required annually to submit a report on the activities of the Historic Preservation Commission to the State Historic Preservation Office. Because the Interlocal Cooperation Agreement for the Historic Preservation Commission also requires an annual report, typically the CLG Annual Report has doubled as the annual report submitted to the City and the County.

Issues & Analysis

During 2024, all members were in compliance with the attendance policy established in the HPC Rules of Procedure. Section 3.9 of the Rules of Procedure states: "A member who will be unable to attend the regular meeting of the Commission must contact the Chairperson or Secretary at least twenty-four (24) hours before the scheduled meeting and indicate the general reason for being absent to receive an excused absence. Unforeseen emergencies or illnesses shall be considered excused absences."

No members had unexcused absences in 2025. Two members had perfect attendance, and all but one member attended more than 80% of the time.

Staff Contact

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Attachments

- Attachment A:** Letter from Alva Horton, HPC Chair, January 5, 2026
- Attachment B:** 2024–2025 Historic Preservation Commission CLG Annual Report
- Attachment C:** 2025 Historic Preservation Annual Attendance Report