



**Date:** April 23, 2018

**To:** Wendell Davis, County Manager  
**Through:** Jay Gibson, General Manager  
**From:** Patrick O. Young, AICP, City-County Planning Director  
**Subject:** 2017 Board of Adjustment Annual Report

**Summary**

Attached is the 2017 Annual Report for the Durham Board of Adjustment. This report highlights cases heard and acted upon by the Board from January 1, 2017 through December 31, 2017.

**Recommendation**

Staff recommends that the Board of County Commissioners receive the report. No action is required.

**Background**

The Interlocal Agreement between the City of Durham and Durham County for planning requires that the Board of Adjustment submit an annual report to both governing bodies. The attached report was prepared by the Chair of the Board in consultation with Planning staff.

**Attendance**

During 2017, all members were in compliance with the attendance policy established in the Board of Adjustment Rules of Procedure. Section 2.1 of the Rules of Procedure states that Board members must attend at least 75% of the yearly meetings/hearings of the Board. In 2017, five of eleven Board members did not meet this threshold; two of which are City appointees. When a Board member has missed three (3) of the hearing/meetings held within any twelve month period, the governing body shall be notified. In accordance with Section 2.1.a of the rules of procedure, staff will provide such notification.

**Staff Contact**

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**Attachments**

1. 2017 Annual Report
2. Board of Adjustment Cases
3. Attendance Report