



**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 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. Their 2017 report is attached.

### **Recommendation**

Planning staff recommends that the Board of Commissioners receive this report. No action is required.

### **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.

### **Attendance**

During 2017, most 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." The HPC's Rules of Procedure do not list attendance requirements. However, two members' absences exceeded 40%. One of those members submitted his resignation in November; the other's attendance record has been reported to the appropriate clerk.

### **Staff Contact**

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**Attachments**

1. Letter from Joseph Jordan, HPC Chair, March 10, 2018
2. 2017 Historic Preservation Commission CLG Annual Report
3. 2017 Historic Preservation Annual Attendance Report