



Date: August 10, 2020

To: Wendell Holland, County Manager
Through: Jay Gibson, General Manager
From: Sara Young, AICP, Acting City-County Planning Director
Subject: 2019 Planning Commission Annual Report

Executive Summary

Attached is the 2019 Annual Report for the Durham Planning Commission. This report highlights cases heard and acted upon by the Board from January 1, 2019 through December 31, 2019.

Recommendation

Planning staff recommends that the Durham City Council receive the report. No action is required.

Background

The Interlocal Agreement between the City of Durham and Durham County for the Planning Department and Planning Commission requires that the 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.

Attendance

During 2019, all members were in compliance with the attendance policy established in the Planning Commission Rules of Procedure. Section 3.10 of the Rules of Procedure states that The Chair shall direct the Clerk to notify the appropriate Governing Body of the attendance record of any member, who misses:

- Three consecutive regular meetings of the Commission;
- More than three meetings in a 12 month period without being excused due to the illness of the member or a death or illness within the member's immediate family, which absences shall not count toward the 75% attendance requirement; or
- More than four meetings in a twelve 12 month period.

Staff Contact

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Attachments

1. 2019 Annual Report
2. Planning Commission Cases
3. Attendance Report