



Date: February 22, 2021

To: Wendell Davis, County Manager

Through: Jay Gibson, General Manager

From: Sara M. Young, AICP, Planning Director

Subject: 2020 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 2020 report is attached.

Recommendation

Planning staff recommends that the Board 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 2020, 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 only two unexcused absences of 2020 occurred during the first month of the year. All members attended at least two thirds of the year's meetings, and five members (four positions) had perfect attendance. Two meetings (April and May) were cancelled while the Commission set up new virtual processes.

Staff Contact

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Attachments

1. Letter from Katie Hamilton, HPC Chair, January 25, 2021
2. 2020 Historic Preservation Commission CLG Annual Report
3. 2020 Historic Preservation Annual Attendance Report