



City of Durham
CITY COUNCIL MEETING MINUTES
November 25, 2025

A. OPEN COUNCIL REGULAR MEETING.

Mayor Joshua Drake opened the regular council meeting at 8:10 PM at Durham City Hall.

B. ROLL CALL OF COUNCIL MEMBERS.

Councilors present: Mayor Joshua Drake, Council President Leslie Gifford, Councilors Gary Paul, David Streicher, and Sean Lee

Councilors absent: None

Staff present: City Administrator Jordan Parente, Administrative Assistant Wyatt Bean, City Attorney Ashleigh Dougill

Visitors: None

C. COUNCIL MINUTES.

The Council considered approval of the minutes for the September 30, 2025 City Council Work Session and October 28, 2025 City Council Meeting. Council President Gifford moved to adopt the minutes. Councilor Lee seconded the motion. The motion passed unanimously.

MO 112525-01

D. CALENDAR OF MEETINGS.

Mayor Drake noted upcoming meetings:

- Tuesday, December 2, 2025: Regular Planning Commission Meeting at 7:00 PM.
- Tuesday, December 16, 2025: Regular City Council Meeting at 7:30 PM.

E. PUBLIC FORUM.

City Administrator Parente confirmed that no one registered to speak and no participants were present in person or remotely. The Public Forum was closed.

F. PLANNING COMMISSION UPDATE.

City Administrator Parente reported that no Planning Commission minutes were available because the Commission did not meet in November. He also noted that the Commission will meet in December and will review significant pending tree removal applications.

G. PROPOSED 2026 MEETING & HOLIDAY CALENDAR.

City Administrator Parente presented the proposed dates for 2026 meetings. The primary change presented was a shift of Planning Commission meetings from the 1st to the 2nd Tuesday of each month to minimize weeks with back-to-back meetings, allowing more preparation time between Planning Commission and Council meetings.

Council also discussed availability for 2026 work sessions, agreeing tentatively to Wednesday evenings.

Council agreed that the calendar should be formally approved at the December 2025 meeting after confirmation with the Planning Commission. No motion was made at this time.

H. RESOLUTION 686-25 DAN KEARNS HEARINGS OFFICER PERSONAL SERVICE AGREEMENT.

City Administrator Parente introduced Resolution 686-25. The agreement would retain Hearings Officer Dan Kearns on an on-call basis for appeals requiring a hearings officer under the City's development code. City Attorney Dougill explained that the code mandates a hearings officer for specific local appeals and that selecting one in advance avoids delays.

Councilor Streicher expressed concern about the agreement identifying Dan Kearns' firm rather than Mr. Kearns individually, specifically if this could allow for the substitution of another individual to serve as the City's hearings officer. Attorney Dougill clarified that Kearns is a sole practitioner and that substitutions are not a concern.

Council further discussed the "not-to-exceed" clause of the agreement. Attorney Dougill noted that public contracting best practices recommend specifying a maximum amount that can later be increased with Council approval. After discussion, Council reached consensus that the not-to-exceed amount should be set at \$24,000 per appeal. Council Streicher also noted a needed change in the first sentence of Section 6 of the agreement, changing "indemnity" to "indemnify" for grammatical correctness.

Council President Gifford moved to adopt Resolution 686-25 as amended. Councilor Paul seconded. The motion passed unanimously (5-0).

MO 112525-02

I. RESOLUTION 687-25 METRO LOCAL SHARE GRANT PROJECT ENDORSEMENT.

City Administrator Parente presented Resolution 687-25. The resolution would authorize staff to proceed with Metro's Local Share grant application process to fund ADA accessibility improvements at Durham City Park, consistent with the community's 2023 ranking of Local Share improvement options.

City Administrator Parente noted that Metro wants cities to have IGAs in place by Spring 2026. Durham's allocation is approximately \$310,600. Mr. Parente stated that the resolution simply allows staff to begin the application, so Metro can get our IGA process underway, and does not set a finalized project scope.

Councilor Streicher distributed a handout proposing an alternate concept: developing a walking trail from Durham Park to Durham Heights, following the east side of Fanno Creek and utilizing the green space dedicated to the City through the Durham Heights subdivision. He expressed concern that trail options were not presented to residents during the 2023 community survey and that site conditions have changed since then due to the green space dedication.

City Attorney Dougill clarified that, from her understanding, the resolution only authorizes staff to begin the process and does not finalize project design. Mr. Parente added that while the Local Share program emphasizes inclusiveness and ADA accessibility, trail concepts such as the one presented by Councilor Streicher would likely be of interest to Metro and might qualify for future funding opportunities.

After discussion of cost uncertainties, scope setting, and Metro coordination, Council President Gifford moved to adopt Resolution 687-25. Councilor Lee seconded. The motion passed (4-1), with Mayor Drake, Council President Gifford, Councilor Lee, and Councilor Paul voting in favor while Councilor Streicher voted against the motion.

MO 112525-03

J. A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON UPDATING A MASTER FEE SCHEDULE FOR THE CITY OF DURHAM, OREGON.

City Administrator Parente reviewed proposed updates to the Master Fee Schedule, noting that tree permit fees had not been updated since 2012. Current fees are as low as \$10, resulting in inadequate recovery of staff time for processing applications, posting notices, and preparing Planning Commission materials.

Council discussed fee levels for permit types A through G, as well as the relationship between the existing development code and the forthcoming Tree Code revision.

After discussing the staff time involved in tree removal applications, comparisons to other cities in the region, administrative simplicity, and fairness, Council reached the following consensus:

- Tree Removals Types A, B, and D
 - \$150 per tree.
- Tree Removals Types C, E, F, and G
 - \$250 per tree for the first five trees, and;
 - \$500 per tree for each additional tree removed.
- In-Lieu of Tree Mitigation Fee
 - \$500 per tree not mitigated.

Council noted these figures serve as a practical interim approach until adoption of the new tree ordinance, which will require a subsequent fee schedule update.

Council President Gifford moved to adopt the Master Fee Schedule amendments as discussed. Councilor Paul seconded. The motion passed unanimously (5-0).

MO 112525-04

K. RESIDENT REQUEST FOR ADDITIONAL STREET SWEEPING.

City Administrator Parente reported that resident Chris Hatfield requested the City consider supplemental street sweeping beyond the monthly Clean Water Services schedule, particularly following heavy fall storms that leave significant debris on city streets and clog catch basins.

Council and City Administrator Parente discussed storm impacts and the benefit of additional street sweeping to residents given Durham's extensive tree canopy. Concerns included the risk of sweeping too close to a scheduled Clean Water Services visit, inefficient use of funds, and variability of storm timing.

Councilor Lee moved to authorize supplemental street sweeping on an as-needed basis. Councilor Paul seconded. The motion passed (3-1), with Mayor Drake, Councilor Lee, Councilor Paul voting in favor, Councilor Streicher voting against the motion, and Council President Gifford abstaining from the vote.

MO 112525-05

L. ADMINISTRATOR’S REPORT.

Middle Housing Decision for Durham Estates Additon

City Administrator Parente reported that the applicant submitted a middle housing land division application for seven of nine lots. The application was deemed complete on September 18, 2025, requiring a 63-day expedited decision under state law.

The City ultimately denied the application on November 20, 2025. Mr. Parente noted that a meeting with the applicant was scheduled for December 1st, and the applicant has a 14-day appeal window, which would require use of a hearings officer.

Administrative Assistant Performance Review

City Administrator Parente reported that Administrative Assistant Wyatt Bean successfully completed his three-month performance review and exceeded expectations. Mr. Parente informed Council he will advance Mr. Bean to Step 3 of the pay scale and expressed appreciation for his contributions to permitting, public notices, and administrative support. Council members congratulated him, and Mr. Bean offered remarks expressing his enthusiasm for the role.

Congratulations to Councilor Gary Paul

City Administrator Parente and Council members also congratulated Councilor Gary Paul on his upcoming retirement in 17 days.

M. FINANCIAL REPORTS.

Mayor Joshua Drake presented the October 2025 Financial Reports. City Administrator Parente noted a stop-payment and reissuance for check 17803 issued to the school district.

Council reviewed vendor checks 17837–17854, EFTs, and payroll. Council President Gifford clarified that while the full page displayed a combined total of \$99,000, the amount applicable to the checks/EFTs/payroll approval item was \$17,614.75, representing the sum of \$4,856 and \$12,758.

Council President Gifford moved to approve vendor checks 17837–17854, EFTs, and payroll totaling \$17,614.75. Councilor Paul seconded. The motion passed unanimously (5-0).

MO 112525-06

N. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.

No additional comments were offered.

O. ADJOURN.

Mayor Drake adjourned the meeting at 9:24 PM.

Approved:

Joshua Drake, MAYOR

Attest:

Jordan Parente, CITY ADMINISTRATOR/RECORDER