



City of Durham
CITY COUNCIL MEETING MINUTES
January 27, 2026

A. OPEN REGULAR COUNCIL MEETING.

Mayor Joshua Drake opened the regular council meeting at 7:59 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 (via Teams), and Sean Lee

Councilors absent: None

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

Visitors: None

C. ELECTION OF MAYOR & COUNCIL PRESIDENT.

Per the City of Durham Charter, City Council conducted its annual election of Mayor and Council President by paper ballot. Administrative Assistant Bean announced that Joshua Drake was elected Mayor for 2026 and Leslie Gifford was elected Council President for 2026.

D. COUNCIL MINUTES.

Council considered approval of the December 16, 2025 City Council Regular Meeting Minutes and January 14, 2026 City Council Goal Setting Session Minutes. Council President Gifford moved to adopt the minutes. Councilor Lee seconded. The motion passed unanimously (5-0).

MO 012726-01

E. CALENDAR OF MEETINGS.

Council reviewed the upcoming meeting schedule, noting that an Elected Official Training will be held jointly with the Planning Commission on February 10, 2026, at 6:00 p.m., with a Planning Commission meeting to follow, if needed. Mayor Drake also noted that City Hall will be closed on February 16, 2026 in observance of Presidents' Day and that the next regular City Council meeting is scheduled for February 24, 2026 at 7:30 p.m. at the Juanita Pohl Center.

F. PUBLIC FORUM.

The Mayor opened the Public Forum. There were no members of the public present in person or via Teams. No testimony was received. The Public Forum was closed.

G. PLANNING COMMISSION UPDATE.

City Administrator Parente summarized recent Planning Commission activity, noting that at its January meeting the Commission approved a sign permit for GISI and authorized removal of four trees that had originally been submitted under the incorrect permit type. The Commission also denied three Type B "potentially dangerous" tree removal applications due to the absence of required arborist documentation. The applicants were told that they could return to the following meeting with arborist reports. The applicants later contacted the City to withdraw their request.

H. PRESENTATION BY JOE GALL, CLEAN WATER SERVICES' CHIEF UTILITY RELATIONS OFFICER.

Joe Gall, Chief Utility Relations Officer for Clean Water Services (CWS), provided a comprehensive overview of the organization.

He explained that CWS is a county service district under ORS 451 serving all urban Washington County, including 12 cities and urban unincorporated areas. The County Commissioners serve as the CWS Board of Directors. CWS operates under a unique integrated watershed-based National Pollutant Discharge Elimination System (NPDES) permit covering both wastewater and stormwater.

Mr. Gall provided an overview of Clean Water Services' governance structure, advisory commission, and service model, explaining the distinction between regional and local services and noting that Durham receives both, as well as highlighting the four treatment facilities, including the Durham Facility located in Tigard. He also discussed long-term capital planning totaling approximately \$2 billion over 20 years, including \$67 million in upgrades at the Durham facility, upcoming updates to intergovernmental agreements, and a study evaluating potential changes to the utility's billing structure.

Council asked questions regarding treatment processes, industrial discharge permits, billing structures, capital funding, and historical development of the unified sewer system.

Council expressed appreciation for the presentation and the ongoing partnership with Clean Water Services.

I. RESOLUTION 690-26 A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON UPDATING A MASTER FEE SCHEDULE FOR THE CITY OF DURHAM, OREGON.

City Administrator Parente presented Resolution 690-26 to update the Master Fee Schedule. The primary change was the addition of a land use application fee for "Mandatory Adjustments".

Council also discussed the \$150 Type A (dead tree) removal permit fee for the municipal code. Councilor Streicher provided a fee comparison with some neighboring jurisdictions. City Council determined that the \$150 fee for removing a dead tree is high relative to fees charged by Durham's neighbors and Council agreed that \$50 for a Type A permit would be suitable.

Following Council discussion, Council President Gifford moved to adopt Resolution 690-26 updating the Master Fee Schedule for both Mandatory Adjustments and Type A tree removal permits. Councilor Lee seconded. The motion passed unanimously (5-0).

MO 012726-02

J. RENEWAL OF METRO IGA FOR REMEDIATING HOUSELESS PERSONS CAMPS.

Council agreed to table this item pending additional corrections requested by the City Attorney.

K. RESOLUTION 691-26 A RESOLUTION APPROVING AND ACCEPTING A TRAIL ACCESS EASEMENT OVER TRACT "B" OF DURHAM HEIGHTS FROM METRO.

City Administrator Parente explained that Metro has taken title of a trail access easement across Tract "B" of Durham Heights and would like to assign this easement to the City of Durham.

Council President Gifford moved to adopt Resolution 691-26 approving and accepting the trail access easement. Councilor Paul seconded. Motion passed unanimously (5-0).

MO 012726-03

L. RESOLUTION 692-26 PURSUING A METRO NATURE IN NEIGHBORHOODS GRANT.

City Administrator Parente reported that the City applied for up to \$2 million in Metro Nature in Neighborhoods funding for potential land acquisition to create a nature preserve.

Council President Gifford moved to adopt Resolution 692-26 authorizing pursuit of the grant. Councilor Paul seconded. Motion passed unanimously (5-0).

MO 012726-04

M. TREE ORDINANCE UPDATE.

Council reviewed additional revisions to the draft Tree Ordinance and engaged in detailed discussion regarding some outstanding policy components. The discussion included preservation thresholds applicable to development-related tree removal, mitigation requirements, and how mitigation plantings would be treated over time.

Council clarified that mitigation trees, after two years of establishment, would be subject to the ordinance's permitting requirements regardless of diameter thresholds, ensuring that mitigation plantings could not be removed simply because they remained below the six-inch Diameter at Breast Height definition of a tree within the ordinance.

Council also revisited the in-lieu mitigation fee structure, ultimately agreeing that payment of an in-lieu fee should not be an applicant-driven option, but rather determined based on arborist evaluation of feasibility for on-site mitigation. In addition, Council discussed appeal procedures, including timelines for submitting technical reports and the City's discretion to grant a continuance of an appeal for good cause. Finally, Council considered whether additional criteria should be codified to guide assessment of civil penalties for unlawful tree removal, debating the balance between administrative flexibility and the desire for consistency. Given the number of remaining refinements and technical clarifications needed, Council scheduled a work session for February 10, 2026, following elected official training, to continue review prior to first reading. No formal action was taken.

N. ADMINISTRATOR'S REPORT.

City Administrator Parente stated that Metro's Nature in Neighborhoods Large Capital Grant is due today. He also provided an update on the FY 2024-25 audit, stating that the City had received a draft version and that it was nearing finalization. Councilor Streicher expressed concerns regarding the timeliness of the audit process and indicated a desire to formally evaluate whether to retain the current auditing firm before executing the next engagement letter.

O. FINANCIAL REPORTS.

The Council reviewed financial reports for December 2025, including the approval of vendor checks numbered 17863 through 17881 totaling \$71,964.22 and EFTs and payroll totaling \$25,430.58.

Council President Gifford moved to approve the financial reports and associated payments as presented. Councilor Lee seconded. The motion passed unanimously (5-0).

MO 012726-04

P. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.

Councilor Streicher inquired about planning consultant expenditures, noting that approximately \$21,000 had been paid to the City's planning consultant since July 2025 and asking how those services related

to ongoing middle housing land use matters and appeals. City Administrator Parente explained that a substantial portion of those costs were associated with preparation of land use decisions, appeal processing, and coordination with the City's land use attorney, with some expenses passed through to applicants and others borne by the City. Finally, Councilor Paul thanked staff for addressing maintenance issues at Herring Grove Park, specifically noting that a fallen light had been repaired and restored.

Q. ADJOURN.

Mayor Drake adjourned the meeting at 10:07 PM.

Approved:

Joshua Drake, MAYOR

Attest:

Jordan Parente, CITY ADMINISTRATOR/RECORDER